POLICY MANUAL
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A. VISION STATEMENT

To be the global leader in community and humanitarian service.

B. MISSION STATEMENT

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

C. ADOPTED SERVICE PROGRAMS OF LIONS CLUBS INTERNATIONAL

1. The major international service commitment of Lionism is:

   SightFirst: Lions Preventing and Reversing Blindness.

2. The major service categories and adopted programs of Lions Clubs International shall include:

   a. **Community Services**  
      (Citizenship, Cultural, Educational, Health, Public, Recreational, and Social Services)  
      - Building Homes for the Blind and Disabled with Habitat for Humanity  
      - Lions Crew at Work

   b. **Disaster Preparedness and Relief**  
      - Lions ALERT Program  
      - Lion-2-Lion: Resource Assistance Database

   c. **Environmental Services**  
      - Lions Environmental Photo Contest  
      - Lions Green Team

   d. **Health and Wellness**  
      (1) **Diabetes Awareness and Action**  
      - Community Education  
      - Diabetes Screening  
      - Lions Eye Health Program (LEHP)  
      - Recreational Camps for Diabetics  
      - Strides: Lions Walk for Diabetes Awareness
(2) **Hearing Preservation, Awareness and Action**
- Hearing Aid Recycling Program (HARP)
- Hearing Ear Dogs
- Hearing Screenings
- Recreational Camps for the Deaf and Hearing Impaired
- Support Services for the Deaf and Hearing Impaired

(3) **Sight Preservation, Awareness and Action**
- Children’s Eye Photo Screening (developed countries)
- Education for the Blind
- Eyeglass Recycling
- Helen Keller Day
- Lions Eye Banks
- Low Vision Projects
- Recreational Camps for the Visually Impaired
- SightFirst
- Special Olympics Opening Eyes Program
- Support Services for the Blind and Visually Impaired
- Vision Screenings
- White Cane Day
- World Sight Day

e. **International Relations**
- International Club Twinning
- Lions Day with the United Nations

f. **Lions Opportunities for Youth**
- International Peace Poster Contest
- Lions International Youth Camp and Exchange Program
- Leo Clubs
- Lions Quest
- Lions Young Leaders in Service Awards

g. **Lions Services for Children**
- Lions Children First
- Lions Children Worldwide Symposium Program

3. Lions Clubs International shall provide information and organizational support for the association’s major service categories and adopted programs. In addition to these programs, Lions clubs and districts may conduct a broad range of service activities in response to specific community and humanitarian needs, with support from the Lions Clubs International Foundation (LCIF), as appropriate.

4. The association shall maintain a list of adopted Lions service programs under the seven major service categories named in Paragraph B.2. Such programs such projects
shall be reviewed by the Service Activities Committee and recommended for board approval, as based on the project’s fulfillment of the following criteria:

a. Exemplifies the “WE SERVE” motto and has relevance to Lions internationally
b. Meets an important community or humanitarian need
c. Achieves measurable outcomes benefiting service recipients
d. Provides hands-on involvement by Lions club members
e. Includes leadership roles for Lions
f. Promotes public awareness of the Lions service mission
g. Is sustainable.

D. SIGHT CONSERVATION AND WORK WITH THE BLIND

The purpose of this major activity is to provide programs and assistance to aid blind and visually impaired people and to work at eliminating preventable and reversible blindness through the Lions SightFirst program.

The programs below complement the ones identified with SightFirst that address major causes of preventable or reversible blindness, such as cataract, trachoma, onchocerciasis, glaucoma and diabetic retinopathy.

1. The Lions Clubs International Eye Bank Program

a. Program Description:

The Lions Clubs International Eye Bank Program was adopted as an official program of Lions Clubs International in March, 1984.

b. Scope:

(1) The board of directors of Lions Clubs International shall frame a standard policy as amended from time to time.
(2) All activities, projects and programs of Lions Eye Banks shall be conducted in harmony with policies of the International Board of Directors as revised from time to time. Only the board of directors of Lions Clubs International shall have the power to revise the Lions Clubs International Eye Bank Policy.
(3) Each Lions Eye Bank shall adopt bylaws and amendments, which shall be consistent with the policy established by Lions Clubs International. Such bylaws and revisions thereto shall be subject to the approval of the International Board of Directors.

c. Program Objectives:

(1) To improve the public identity and image of Lions Eye Banking internationally; to encourage, promote, improve, and extend Lions Eye Banking internationally
so that quality eye tissue for corneal transplants, research and other medical purposes may be provided.

(2) To develop with the advice and cooperation of existing Lions Eye Banks, an international structure under which the Lions contribution to Eye Banking will be properly recognized.

(3) To protect and expand the use of the Lions name and emblem.

(4) To publicize the role and service of Lions Eye Banks.

(5) To provide a central source of information.

(6) To assist in establishment of new Lions Eye Banks internationally. Requests for assistance may be referred to existing Lions Eye Banks who have agreed to provide this type of assistance.

d. **Name and/or Emblem:**

(1) The name of this program shall be The Lions Clubs International Eye Bank Program and all Eye Banks recognized thereunder shall be known as Lions Eye Banks.

(2) The Lions name and/or emblem are registered trademarks of the association and are the sole property of Lions Clubs International, and all ownership rights in and all obligations with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.

(3) The term “Lions” shall be incorporated into all names referring to a Lions Eye Bank. Furthermore, the Lions name and/or emblem shall be displayed prominently on the premises, stationery, websites, and publications of all Lions Eye Banks.

(4) Periodic visitations of Lions Eye Banks may be made by representatives of Lions Clubs International to ensure proper display and use of the Lions name and/or emblem.

e. **Control:**

(1) The majority of the board of directors of each Lions Eye Bank shall be Lions club members in good standing of Lions clubs in good standing with The International Association of Lions Clubs.

(2) All Lions Eye Banks and Eye Bank personnel shall adhere to all medical and educational standards as required by their respective governmental and medical authorities.

(3) Each Lions Eye Bank shall submit to Lions Clubs International prior to September 15 of each year a report on its operations and activities including a list of the Eye Bank’s board of directors and a copy of the current constitution and by-laws. Repeated failure to comply with this requirement shall result in revocation of the license to use the association’s name and emblem.
f. **Sponsorship:**

   (1) A Lions Eye Bank shall be sponsored by a Lions club or district or multiple
district and shall be entitled to use the Lions name and/or emblem so long as it
operates within the policy established for the program.

   (2) A Lions Eye Bank shall be recognized by Lions Clubs International and shall be
entitled to use the Lions name and/or emblem so long as it operates within the
policy established for the program and meets the criteria for use of the Lions
name and emblem.

   (3) No limit shall be imposed on the number of Lions clubs, districts, or multiple
districts sponsoring an individual Lions Eye Bank.

   (4) In areas where no Lions Eye Bank is in operation, Lions are encouraged to
support those Lions Eye Banks in other areas.

   (5) Support of any Lions Eye Bank by Lions clubs or club members shall be strictly
on a voluntary basis.

g. **Operation:**

   Lions Eye Banks shall establish a working relationship with an appropriate medical
facility for guidance and medical standards.

h. **Insurance Coverage:**

   Each Lions Eye Bank shall carry insurance coverage including, but not limited to,
general liability, property damage, workers compensation and professional
malpractice insurance, as is appropriate to its operations. Such insurance shall be in
addition to the general liability coverage provided by the association.

i. **Recognition and Public Relations:**

   (1) Lions Eye Banks are encouraged to submit newsworthy information to Lions
Clubs International for use in promoting the program and exchange of
information in the program.

   (2) Lions Eye Banks shall be encouraged to share information with Lions Clubs
International and other Lions Eye Banks whenever such information will assist
in the attainment of program objectives.

j. **Lions Eye Bank Week**

   Lions Clubs International shall annually observe the first week in December as Lions
Eye Bank Week for the purposes of awareness and member support of Lions Eye
Banks and corneal donation.
2. **Vitamin A Deficiency**: Lions clubs and districts shall be encouraged to participate with international health organizations in programs aimed at reducing the incidence of blindness caused by xerophthalmia (vitamin A deficiency).

3. **The Lions Clubs International Eyeglass Recycling Program**

   a. **Program Description**

      The Lions Clubs International Eyeglass Recycling Program shall be implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

   b. **Scope**

      (1) The board of directors of Lions Clubs International shall frame a standard policy with respect to the Lions Clubs International Eyeglass Recycling Program as amended from time to time.

      (2) All Lions Clubs International Eyeglass Recycling Program activities and projects shall be conducted in harmony with policies of the International Board of Directors as revised from time to time. Only the board of directors of Lions Clubs International has the power to revise the Lions Clubs International Eyeglass Recycling Program policy.

      (3) Each Lions Eyeglass Recycling Center (LERC) shall adopt bylaws and amendments, which are consistent with the policies established by Lions Clubs International. Such bylaws and revisions thereto are subject to the approval of the International Board of Directors.

   c. **Program Objectives**

      (1) To establish an international eyeglass recycling program to promote the processing, cataloging, and dispensing of donated eyeglasses.

      (2) To help conserve sight by providing graded useable eyeglasses where needed in the world through the association’s infrastructure and other channels.

      (3) To maintain records of eyeglasses processed and distributed through Lions Eyeglass Recycling Centers.

      (4) To promote communications among the Lions Eyeglass Recycling Centers.

      (5) To closely identify Lions with eyeglass recycling.

      (6) To facilitate the international expansion of the Lions Clubs International Eyeglass Recycling Program.

   d. **Name and Emblem**

      (1) The official name of the program shall be the Lions Clubs International Eyeglass Recycling Program and all Lions sponsored eyeglass recycling centers shall be known as Lions Eyeglass Recycling Centers.
(2) The Lions name and emblem are registered trademarks of the association and are the sole property of Lions Clubs International. All ownership rights in the Lions name and emblem, and all obligations with respect to protection and preservation thereof, shall rest in, and is retained by, Lions Clubs International.

(3) The term “Lions” shall be incorporated into all names referring to a Lions Eyeglass Recycling Center. Furthermore, the Lions name and emblem, where appropriate, shall be displayed prominently on the premises, official stationery, eyeglass packaging, publications, websites, and promotions of all Lions Eyeglass Recycling Centers.

e. **Sponsorship**

(1) Lions Eyeglass Recycling Centers (LERCs) shall be sponsored by Lions districts and multiple districts, singly or jointly. No limit shall be imposed on the number of districts or multiple districts sponsoring an individual LERC.

(2) Only one principal LERC may be established in each multiple district. The principal LERC shall have the option to establish additional satellites as necessary only within the principal LERC’s multiple district or single district. The principal LERC in good standing shall establish an organizational structure with Lions as members and representative of the Lions of the multiple district or single district in which it is established. The approved LERC director, chief executive officer or president of the board of directors of the LERC shall serve as ex-officio member of the board of each multiple district satellite.

(3) In order for a Lions eyeglass recycling center to be officially recognized as a LERC, it must meet the criteria to be established as a Lions foundation under the LCI trademark policies and it must be in compliance with established board policy as amended from time to time by the International Board of Directors.

(4) In areas where there is no LERC in operation, Lions are encouraged to support centers in other areas.

f. **LERC Compliance**

Each approved LERC shall be required to comply with LCI board policy. In the event a LERC fails to comply, LCI may take any or all of the following actions:

(1) LCI may revoke its recognition of the LERC as an official LCI eyeglass recycling center.

(2) LCI may deny the LERC requests for Lions Clubs International Foundation grants.

(3) LCI may revoke the LERC’s license to use the Lions name and emblem in all its operations.

E. **HEALTH SERVICES**
1. **Diabetes Screening:** Lions clubs shall be encouraged to partner with healthcare professionals to carry out joint diabetes screening projects as a suggested activity as well as combining a test for diabetic retinopathy with glaucoma testing whenever such an activity is undertaken. Lions should adhere to the appropriate healthcare laws and regulations that are in effect for their jurisdiction when conducting healthcare screenings. Many healthcare regulations require any blood tests to be conducted by a licensed healthcare professional.

2. **Diabetes Awareness Month:** The month of November shall be promoted as Diabetes Awareness Month.

3. **Primary Health Care:** Lions clubs shall be encouraged to carry out a primary health care program and cooperate with established health care agencies to alleviate the problems of hunger, poor health and disease in the world.

**F. EXCELLENCE IN EFFORT AWARD (SIGHT PRESERVATION, AWARENESS AND ACTION)**

An appropriate award shall be provided annually to district governors for presentation within the district to the Lions club that has been most outstanding in Sight Conservation and Work with the Blind during the year.

**Sight Chairperson Awards**

1. **District SIGHT Chairperson Award**
   An appropriate award shall be provided annually to district governors for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

2. **Multiple District SIGHT Chairperson Award**
   An appropriate award shall be provided annually to council chairpersons for presentation to the multiple district chairperson for achievement in fulfilling the requirements of the position.

**G. DISTRICT HEARING CHAIRPERSON’S AWARD**

An appropriate award shall be provided annually to district governors for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

**H. GUIDELINES FOR PROPOSALS FOR INTERNATIONAL ASSOCIATION SERVICE PROGRAMS**

**Definition:** An international association service program seeks to address a defined humanitarian need, is relevant to the service mission of Lions clubs throughout the world,
and may include cooperation with other humanitarian organizations. Such programs are supported by board-approved guidelines and resource materials.

**Relevance:** Proposals submitted by Lions club members shall have been adopted and implemented by at least two multiple or single (not sub) districts. Proposals submitted by non-Lions club members or organizations must demonstrate relevance and application of the program to Lions clubs’ mission. The proposed program should not duplicate, or conflict with, any existing association program.

**Mission:** A clear mission statement shall be provided for each proposed program. The mission statement shall include measurable objectives by which the proposed program may be evaluated. These objectives shall include interim benchmarks by which periodic progress may be measured.

**Term:** The duration of the program shall be no more than three years following its approval, unless extended by action of the International Board of Directors. The approved term shall expire at the end of an association fiscal year.

**Budget:** A comprehensive budget shall be prepared and submitted prior to consideration of the program, detailing projected costs, need for administrative staff and any funding requirements. Budgetary projections shall be prepared by staff, or in cooperation with staff. If the program is approved, a budget status report shall be submitted to the Service Activities Committee annually at the October/November board meeting.

**Public:** Proposals shall include a descriptive plan for promoting public relations awareness of the program.

**Leadership:** All programs involving cooperation with other organizations shall include a defined leadership role for Lions.

**Reporting:** A progress report on the operation of the program shall be presented annually to the Service Activities Committee at the October/November board meeting.

I. **LIONS OPPORTUNITIES FOR YOUTH (YOUTH) AWARDS PROGRAM**

1. **Lions Opportunities for Youth (Youth) Chairperson’s Award**
   
   a. **Service Recognition:** Outstanding district and multiple district opportunities for youth (youth) chairperson will be presented with the Lions Opportunities for Youth (Youth) Chairperson’s Award. Service in promoting and maintaining youth activities in the district or multiple district will be the criteria for receiving a certificate.

   b. **Eligibility:** To receive this recognition, the district or multiple district opportunities for youth (youth) chairperson shall meet the following requirements:
(1) Outline and implement a plan of action for a district or multiple district.
(2) Increase Lions awareness of opportunities to reach out to young people in the
district or multiple district. Motivate by personal visit or newsletter a substantial
number of clubs (or districts) to participate in Lions Opportunities for Youth
activities.

Based on criteria, certificates will be awarded by the district governor or council
chairperson.

2. **Certificate of Merit**

   This certificate is for clubs, districts or multiple districts wishing to recognize individuals
for their efforts on behalf of youth. It will be available for purchase through the Club
Supplies and Distribution Division at International Headquarters.

3. **Young Leaders in Service Award**

   This award shall be presented to young people by Lions clubs on behalf of Lions Clubs
International to recognize achievement in community service based on number of hours
served.

### J. YOUTH CAMP AND EXCHANGE POLICY

1. **General Policies**

   a. Committees of liaison officers shall be established to coordinate various aspects of
   Youth Camp and Exchange at the district and multiple levels where deemed
   appropriate and advisable. Youth Camp and Exchange committee members shall be
   appointed by the respective governor, at the district level, or council of governors, at
   the multiple district level. Members of the multiple district Youth Camp and
   Exchange committee may include the sub-district youth camp and exchange
   chairpersons.

   b. In districts or multiple districts where Youth Camp and Exchange programs extend
   beyond the end of the fiscal year, the youth camp and exchange chairperson or
   committee may be permitted by the new district governor or multiple district council
   of governors, as appropriate, to supervise the successful completion of youth camps
   and exchanges which had been arranged before June 30.

   c. To certify that the district’s Youth Camp and Exchange programs comply with the
   board approved policies, standards, and regulations detailed below, the district
governor shall complete the Annual District Youth Camp and Exchange Report Form
(YCE 510) by September 30 each year. Similarly, the council chairperson shall
complete the Annual Multiple District Youth Camp and Exchange Report Form (also
YCE 510) for youth camps and exchanges organized at the multiple district level.
d. Certified Youth Camp and Exchange programs and district and multiple district Youth Camp and Exchange chairpersons shall be posted on the association’s website in the official Youth Camp and Exchange Directory.

2. **YOUTH CAMP POLICY**

a. **Purposes and Objectives**

(1) The Youth Camp Program was authorized in 1974, for the purpose of furthering Lions Clubs International’s first objective:

“To create and foster a spirit of understanding among peoples of the world.”

(2) The objectives of the program are:

(a) To bring young people of different countries into meaningful contact with each other;

(b) To facilitate the sharing of ideas, customs and cultural viewpoints;

(c) To promote international understanding and goodwill, and to work toward the goals of world peace;

(d) To develop leadership potential in youth;

(e) To encourage respect in young people for the thinking of others.

(f) To provide a range of activities that promotes a healthy learning experience, both physically and intellectually.

(3) A Lions Clubs International Youth Camp shall not be conducted for the purpose of tourism. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.

(4) To qualify for the designation “Lions Clubs International Youth Camp,” a camping activity shall:

(a) Use the name “Lions” in its official title in compliance with policy requirements established by the International Board of Directors.

(b) Be of at least one week in duration.

(c) Involve the participation of youths from different countries.
(d) Offer a schedule of activities to be determined by the camp organizers, consistent with the program’s objectives.

b. **Operating Procedures**

(1) **Camp Sponsorship**

(a) A Lions club, district, or multiple district, whether singly or jointly, may sponsor and organize a youth camp.

(b) Camp sponsors in making arrangements for a camp should coordinate with the district or multiple district youth camp and exchange program chairperson where one has been appointed.

(2) **Promotion**

(a) The promotion of each camp will be handled by its camp committee in conjunction with the district or multiple district youth camp and exchange program chairperson. The district or multiple district youth camp and exchange program chairperson should report the scheduled dates and location of the camp; the name, address, telephone and fax numbers and E-mail address of the camp director; the official languages of the camp; and the theme of the camp to international headquarters as early as possible, at least six months before the established deadline for applications to the camp. A list of camps with the above information will be compiled by the international office and published on the association’s official website and in other communications as appropriate.

(b) Contact information for district and multiple district youth camp and exchange program chairpersons shall be published in the Youth Camp and Exchange Directory on the association’s website for the purpose of announcing and promoting camps.

(3) **Program**

(a) The details and theme of the camp program are the responsibilities of the camp organizers, whether Lions clubs, districts or multiple districts. The theme of the camp program may relate to Lions activities.

(b) Although the particular format of the camp may, for example, include travel, focus on a cultural heritage, or be structured for the handicapped, every international youth camp may include such activities as:

   i. Visits to historical sites, industries, educational and scientific institutions, religious centers or areas of environmental interest;
ii. Seminars and presentations on current events and issues;

iii. Visits to the homes of representative families;

iv. Discussions on pertinent issues among camp participants and with Lion leaders, as well as business, education, and government representatives;

v. Presentations about the camp’s host country through lectures, tours, seminars or other camp activities.

vi. Educational presentations by campers about their own country and culture.

(c) A variety of recreational activities.

(d) Camp activities and presentations should encourage an open discussion and debate of world events and issues, while avoiding the promotion of political or nationalistic positions.

(4) Communications

(a) Camp organizers shall keep all concerned parties fully informed, including camp applicants and their parents or guardians, and youth camp and exchange program chairpersons. The Service Activities Division of the International Office should be contacted with any issues or concerns that may arise. All inquiries shall be responded to promptly.

(b) Initial communications between a club interested in sponsoring a youth at a camp and the camp organizers will be through the district youth camp and exchange program chairpersons or multiple district chairperson where appropriate. If contact information is unavailable the name and address of the chairperson are unknown, initial communications will be through the district governor.

(c) If a stay with a host family is planned in conjunction with the camp, the name and contact information of the family are to be communicated to the youth participant, his parents or guardians, and the sponsoring district youth camp and exchange program chairperson well in advance of the youth’s departure from home to the camp.

(d) Where a youth camp is conducted separately from a district’s or multiple district’s youth exchange program, the camp coordinator is encouraged to keep the respective district or multiple district youth camp and exchange program chairperson informed of all travel and hosting arrangements made for each youth participating in the camp.
(5) Youth Protection

(a) Host Lions shall operate their camp programs in compliance with local laws governing youth protection.

c. Selection of Youth Camp Participants

(1) Each youth camp applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district youth camp and exchange chairperson(s), where applicable. In areas where there is not an appointed youth camp and exchange chairperson, the district governor or council chairperson shall sign. In undistricted areas or where youth camps and exchange are not organized at the district or multiple district level, the signature of the Lions club president will suffice.

(2) Prospective applicants may be selected by means of any of the following procedures:

(a) Through organized competitions.

(b) By nomination by a school or community organization.

(c) On recommendation of a Lions club member.

(3) Each applicant shall be personally interviewed by the sponsoring Lions club before an application is submitted to the international camp director or committee.

(4) The number of youths to be accepted into the camp will be determined by the camp organizers and announced in the Youth Camp and Exchange Directory on the association’s website. It is generally recommended that a camp have a minimum of 30 and a maximum of 60 youths.

(5) Each camp committee will determine criteria for camp participants based on the following:

(a) Age: Each camp may set its own age range. It is, however, recommended that the age range of youths at a given camp generally span no more than three years and exclude youths younger than 16 or older than 22 years of age.

(b) Education: The applicant’s school records and special studies shall be considered. Applicants should have a sincere desire to broaden their education through international experience.

(c) Language Ability: Each participant in a youth camp shall have basic communication skills in the official language of the camp.
(d) **Attitude:** Applicants shall demonstrate maturity and open-mindedness and desire to learn about the ways of life in different countries.

(e) **Health:** Lions Clubs International encourages young people with disabilities to apply for participation in youth camp programs. Every reasonable effort will be made to accommodate disabilities so that the youth may benefit from the experience provided by the camp. Lions clubs and districts may sponsor camp programs specifically for youth with special conditions, such as diabetes, or physical handicaps. Applicants with disabilities may be eligible to participate in other international camp programs, provided they meet the requirements established for the particular program. At the time of application, the youth must explain any special needs or conditions that would substantially limit his or her participation in the activities of the camp or exchange. Such conditions must be brought to the attention of the camp committee at the time application is made. Particular medical conditions, allergies to certain foods or medicines, a regular or potential need for medication, and specific requisites of hygiene or diet dictated by religious obligations are to be communicated to the camp committee.

(f) **Gender:** Camps may be coeducational or structured exclusively for either young women or young men.

(g) **Appearance:** The camp committee may specify dress codes or standards of appearance in keeping with the requirements of the camp and the cultural norms of the host country.

(h) **Special Abilities:** Certain skills such as musical or athletic ability may be required to gain admittance to a particular camp.

(i) **Character:** Applicants should furnish at least two character references.

(j) **Financial Ability:** Financial assistance where offered should be given to applicants with demonstrated financial need.

(k) **Previous Attendance:** Preference should generally be given to applicants who have not already participated in a Lions Clubs International Youth Camp.

(6) Each individual desiring to attend a youth camp shall submit an application with a photograph of himself or herself to the camp committee. The application must be signed by the sponsoring Lions club and in it the applicant must agree to the purpose and requirements of the camp. The application must also be endorsed by the district and multiple district as applicable.
(7) Camp organizers shall determine whether children of Lions club members are eligible to participate. Eligibility shall be announced in the camp’s promotional materials.

(8) Parents or guardians of applicants shall verify in writing their complete agreement with the camp’s objectives and their understanding that they will bear ultimate financial responsibility for any emergency, illness, accident or unexpected costs involving the youth and not covered by insurance (see Section 8).

(9) Youth camps are not to accept applicants solely in order to fill quotas, to meet host family availability, or to promote tourism.

(10) Campers may be required to adhere to rules in addition to those set forth in this policy.

d. **Camp Leadership**

(1) Camp leadership includes Lions who, together with the camp committee, plan and promote the camp, as well as professional youth workers who have experience relevant to the nature of the camp.

e. **Orientation**

(1) All camp participants, young and adult, shall strive as ambassadors of goodwill to create and foster a spirit of understanding among peoples of the world.

(2) The sponsoring Lions shall provide all participants with information pertaining to government regulations concerning passports, visas, inoculations, and customs regulations.

(3) The laws of the host country and its juvenile code, especially those pertaining to the areas of use and possession of weapons, alcoholic beverages and drugs, shall be explained to all camp applicants.

(4) An orientation meeting for youth participants and, if possible, their parents or guardians is recommended to explain the purposes and objectives of the camp and of Lionism and to review in detail all items pertaining to the youth’s stay at the camp.

f. **Travel Arrangements**

(1) All travel arrangements for youth camp participants from home to the camp and return shall be the responsibility of the sponsoring Lions.

(2) Group travel shall be arranged only to further the objectives of the program. Group travel shall not be planned to fill quotas or promote tourism. Charter
flights, if utilized, shall be arranged only with well-established airlines with excellent international experience.

(3) Lions Clubs International Headquarters shall not plan nor be responsible for travel arrangements.

(4) The applicant’s travel arrangements should be provided to the camp committee at least three weeks before departure to the camp.

(5) Unavoidable changes or cancellations shall be communicated immediately to the camp committee. As a way of reducing the number of last minute cancellations, the camp committee may require the payment of a guarantee fee to ensure commitment to the youth camp. Alternate applicants shall be as well qualified as the original applicants.

(6) All travel groups must have proper adult supervision.

(7) Extended personal travel by youth camp participants or leaves of absence from the camp, even if to visit close friends or relatives, are not allowed unless written permission has been obtained at least one month in advance from each of the following parties: parents or guardians of the youth, sponsoring Lions clubs, sponsoring district youth camp and exchange program chairperson, host district youth camp and exchange chairperson, camp director, host Lions club, host family (if applicable).

g. Financial Arrangements

(1) Sponsoring Lions

(a) All costs related to travel of the youth camp participant from his or her home to the camp and return shall be the responsibility of the sponsoring Lions club. These costs may be paid by the club, from district funds if available, by the youth, by the youth’s family, a benefactor, or some combination of these sources.

(b) Costs related to travel include actual round trip fares, insurance, airport service fees, customs duties and any layover or overnight costs incurred en route.

(c) All youths attending the camp must have prepaid return tickets with reservations, as well as necessary passports, visas and required health certificates.

(d) The youth’s parents or guardians shall be informed of their responsibility for any unexpected or emergency costs requiring immediate payment by the hosting Lions.
(2) **Host Lions**

(a) All costs related to board and lodging at the camp and to hosting of the youth while attending the camp shall be the responsibility of the host Lions.

(b) Costs related to the camp will vary according to the program planned, travel involved, campsite selected, and other factors, but should be kept to a reasonable minimum. Methods of financing youth camps may include:

i. A voluntary contribution by each club in the host district.

ii. An assessment of each club in the district or multiple district by action of the district or multiple district convention.

iii. Distribution of expenses among several cooperating clubs.

iv. Voluntary contributions from benefactors.

v. Reasonable fees for special cultural and educational activities that are part of the camp experience.

(c) Since host families, where involved, provide room and board, the host Lions should pay or reimburse any planned expenses incurred by such families during the visit of the participating youth. Each host family shall meet with the host Lions to reach an agreement on those planned expenses, which the host Lions will reimburse. These planned expenses may include local transportation for such activities as sightseeing, fees for visitors’ attractions or entertainment events, restaurant meals, etc.

(3) Youths attending the camp shall have personal funds sufficient for incidentals, minor medical costs, souvenirs, or possible social activities not planned by the hosts.

(4) Lions Clubs International headquarters shall not be responsible for any financial arrangements.

**h. Insurance and Indemnity**

**(1) Sponsoring Lions**

(a) It is the responsibility of the sponsoring Lions to verify and ensure that the applicant has sufficient travel and accident insurance to cover any and all contingencies during travel from the home country to the camp and return.
(b) The sponsoring Lions shall verify that the youth has sufficient medical insurance to cover expenses resulting from illness or hospitalization during the camp stay. Costs of this insurance protection may be borne by the youth, his or her parents or guardians, the sponsoring Lions or a combination of these or other sources as agreed upon. Sponsoring Lions shall furnish the camp organizers with satisfactory proof of such insurance coverage for the youth with the application.

(c) The sponsoring Lions shall secure release of liability and hold harmless agreements executed by each youth applicant and, if a minor, from the youth’s parents or guardians. Sponsoring Lions shall furnish the camp organizers with satisfactory proof of such indemnity with the final application.

(2) Host Lions

(a) It is the responsibility of the host Lions or camp organizers to verify or ensure that the camp applicant has sufficient accident, life, personal property, health and liability insurance to cover any and all contingencies during travel to and from the camp and attendance at the camp. Costs of such insurance coverage may be reimbursed to the camp organizers through camp fees, if any.

(b) Camp organizers shall provide to sponsoring Lions certificates of insurance coverage for camp participants at the time initial application to the camp is made.

i. Emergency Situations and Procedures

(1) The sponsoring Lions assume responsibility for the youth during travel to and from the camp. The host Lions are responsible while the youth is staying in the host country and is at the camp.

(2) Unauthorized Campers: Camp organizers shall not be obligated to extend hospitality or further travel arrangements for unauthorized campers, whether these be individuals or groups.

(3) Personal Requests: Participating youth may not request to be enrolled in school, trained, or employed. Requests for long-term boarding and lodging or the right to operate motor vehicles will also be denied.

(4) Accident or Illness: Any illness or accident involving a camper shall require the prompt attention of the camp director and local Lion officers. In the event of serious illness or accident, every effort shall be made to contact the youth’s parents or guardians immediately to provide them with complete information, including a doctor’s diagnosis and recommended treatment. All youth participants must have included in their application written permission from parents or guardians for any necessary medical or surgical treatment in the event parents or
guardians cannot be reached during an emergency. Each camp is required to make arrangements for medical care and to have a licensed physician available.

(5) Disciplinary Action: Each camp shall reserve the right to terminate the youth’s participation in the camp for reasons of misconduct. In the event of disciplinary action resulting in expulsion of the camper, the parents or guardians of the youth shall be advised of this action and shall assume responsibility for any expense involved.

(6) In the event that immediate payments have to be made for the youth concerning unexpected, substantial costs, the youth’s parents or guardians and the sponsoring Lions club shall be informed immediately and agreement reached as to how these costs will be covered.

j. Youth Exchange

(1) This policy shall also apply in instances where an international youth camp is combined with family hosting.

3. YOUTH EXCHANGE POLICY

a. Purpose and Objectives

(1) The Youth Exchange Program was authorized by the Lions Clubs International Board of Directors in early 1961, for the purpose of furthering the first objective of Lionism:

“To create and foster a spirit of understanding among the peoples of the world.”

(2) The objectives of the program are:

(a) To bring young people into contact with youth and adults of other countries;

(b) To share family and community life of another culture;

(c) To promote international understanding and good will throughout the world of Lionism.

(3) These objectives apply to the participating youth, the sponsor and host Lions clubs, and the host families. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.

b. Operating Procedures

(1) Communications
(a) Good communications are absolutely vital to operations of the Youth Exchange Program. It is the obligation of all participants to keep all concerned parties informed and to respond promptly to every communication of any type. The sender must be informed promptly, whether the answer is favorable or not, or to be decided at a later date.

(b) Initial communications between an interested sponsor club and host club will be through the district youth camp and exchange program chairperson or multiple district chairperson, as appropriate. If contact information is unavailable, name and address are unknown, this communication will be sent to the respective district governor.

A sponsoring club or district is a club or district sending a youth exchange visitor to another country. A host club or district is a club or district receiving a youth exchange visitor.

(c) It will be the duty of the host club to advise in the first communication the detail of the program that will be conducted during the youth exchange visit.

(d) Each youth applicant shall include with his application a personal letter of introduction to the prospective host family, containing information on his/her:

- interest, studies, and hobbies;
- family members and their occupations;
- home community;
- previous travel;
- expectations for the exchange;
- dietary, health, or religious requirements.

The letter shall be written in the language agreed upon as the language of communication for the exchange.

(e) The host family shall include, with its application to participate in the program, a letter of introduction which shall be communicated by the host Lions to the exchange visitor and his Lions sponsors at the time of the youth’s acceptance. The letter shall be written in the language agreed upon as the language of communication for the exchange.

(f) Each youth exchange applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district youth camp and exchange chairperson(s), where applicable. In areas where there is not an appointed youth camp and exchange chairperson, the district governor or council chairperson shall sign. In un-districted areas or where youth camps and exchange are not organized at the district or multiple district level, the signature of the Lions club president will suffice.
(2) **Screening Youth Applicants**

(a) Time: All applicants shall be thoroughly screened by the sponsor Lions club prior to acceptance.

(b) Lions Club Member’s Children: Unless so stated by the host country or district, such relationship shall not disqualify applicants.

(c) Physically or Economically Handicapped Applicants: May be selected if otherwise qualified and agreed to by host Lions.

(d) Screening factors to be determined by the sponsor Lions club:

i. Age: Applicant should be from 15 through 21 years (unless variations can be specified conscientiously by the host country or district on grounds of its culture and customs).

ii. Character References: Required from at least two independent sources.

iii. Education: Applicant’s performance (or record) and special studies shall be considered.

iv. Language Ability: Preferably, he or she should have at least a basic knowledge of the language of the host country. Some countries, or particular hosts, may require two years study, or a competent conversational ability.

v. Knowledge of the Youth Exchange Program: Familiarity with all aspects of the Youth Exchange Program, its purpose and objectives, by both youth and parents, is a must.

vi. Motives of Applicant: Determine basis of his/her choice of country. He/she should have a desire to contribute to international understanding, and a desire to learn about and from other ways of life.

vii. Health: This does not mean that handicapped youth or those with special needs should be disqualified. However, such factors must be stated clearly for benefit of the hosts. Particular conditions, allergies to certain foods or medicines, a regular or potential need for some medicine and, in some cases, even religious obligations in health or food matters are to be determined and communicated to prospective hosts.

viii. Appearance: May well be a more serious matter to the people and cultures of his/her host country than of his/her own. The youth should be
as understanding in this matter as he/she expects others to be. The photo requested will help prospective hosts identify him/her upon arrival.

ix. Parents’ or Guardians’ Consent: Complete agreement with program objectives are to be verified in writing. It should be made clear that they will bear ultimate financial obligation for emergencies or illness due to health or accident of the youth.

x. Each host club may require adherence to rules in addition to those set forth in this policy.

xi. Each youth exchange visitor must give evidence of his/her desire to take part in a youth exchange visit and furnish a signed statement that he or she and his or her parents or guardians are familiar with the rules of the program, and agree to abide by said rules and the objectives and purposes of the program.

xii. Travel Quotas, Host Family Availability: The sponsoring Lions are not to accept applicants solely in order to fill group travel quotas or host family availability.

xiii. Admission Requirement: The sponsoring Lions are not to admit applicants into the program, or make travel arrangements for them, until host families have been arranged.

(3) Screening for Host Families

(a) Potential host families are to be screened by the host Lions club. Insofar as possible, the host family should be a Lion member’s family. Potential host families should be willing to have their home and family situation reviewed in the light of the following:

i. Age: The family should be in contact with youth of the approximate age of the youth visitor. Children in the host family are desirable but not a requirement.

ii. Compatibility: Character traits and attitudes of the host family and its members to be considered are: understanding, interest, and ability to communicate and deal wisely with youth, open-mindedness and tolerance.

iii. Language Ability: It would be helpful if one or more members of the family speaks the youth’s language, and may even be necessary in some cases.
iv. Knowledge of Youth Exchange policy: Familiarity of host family members with the Youth Exchange policy, its purpose and objectives, is important to the success of the exchange experience. All members should understand and accept their responsibilities. If a non-Lion host family is considered, they should be well informed on the scope and objectives of Lionism, and on the Youth Exchange Program especially. Meetings including all host families shall be held.

v. Living Conditions: Need not be luxurious, but should be adequate to accommodate an additional person in the home without undue discomfort or financial burdens.

vi. Family Preferences: Determine family attitude concerning the youth’s nationality, language, religion, sex, age; any special interests should be determined during the screening interview.

(b) Travel Quotas: Hosting Lions are not to select host families simply to fulfill a quota.

(4) Hosting a Youth Exchange Visitor

(a) Receiving a youth exchange visitor is an activity and the responsibility of the host Lions club. These responsibilities include arrangements for the youth’s arrival and departure, his/her welfare, and his/her social and cultural entertainment throughout the visit.

(b) In the case of problems or incompatibility between host family and youth, appropriate host club officers must be prepared to tactfully arrange transfer of the youth to another qualified host family (for this reason it is advised that one or more alternate families be available).

(c) If an extreme problem cannot be solved after all reasonable efforts have been made locally, it may be necessary to contact the visiting youth’s parents, or in some cases, the sponsor club or district officers. If the decision is reached to return the youth to his/her home, whoever may be at fault, arrangements are to be made by the appropriate host club officers.

(d) In the host family’s home, the visiting youth is to be treated as a member of the family. This relationship may be quite different from his/her own home and family, but should be kept natural for the hosts. Learning customs and lifestyles is an objective of the exchange.

(5) Cultural Preparation

(a) It is an obligation of both host and sponsoring Lions clubs conducting a youth exchange, and of the adult and youth participants, to familiarize themselves
with customs and expectations of the countries and peoples involved, especially those of the host country.

(b) Government regulations concerning passports, visas, inoculations and customs regulations shall be explained in detail by the sponsoring Lions.

(c) The youth visitor shall be made aware that he/she is bound by the laws of the host country. This is especially important in areas of possession of weapons, alcoholic beverages, use or possession of narcotics, and all sections of the juvenile code of that country.

(6) Travel Arrangements

(a) All travel arrangements and the cost of all travel for youth exchange visitors, from home to the host community and return, shall be the responsibility of the sponsoring Lions clubs.

(b) Group travel arrangements must be for purposes of furthering objectives of the program. Group travel shall not be planned only for the sake of numbers, or for the sake of tourism which places unreasonable obligations on Lions of the host country. Charter flights especially shall be arranged only with a well-established airline with excellent international experience.

(c) Lions Clubs International Headquarters shall not plan nor be responsible for travel arrangements.

(d) Dates of the visit and travel shall be agreed upon at least six weeks in advance by sponsoring and host Lions. The schedule and means of travel shall be communicated as soon as arranged.

(e) All changes of plans shall be mutually agreed upon if at all possible. Last minute unavoidable changes shall be communicated at once to the host Lions club and the host family. Where one youth is substituted in place of another, he/she shall be as well screened and qualified as the original applicant.

(f) Whenever youth exchange visitors are combined into substantial groups, they shall travel under responsible leadership. Complete travel expenses plus accommodations and internal expenses within the host country for persons requested by sponsoring Lions to act as group leaders shall be the responsibility of the sponsoring Lions.

(g) Extended personal travel by youth exchange visitors, even if it is to visit close friends or relatives, is not allowed unless written permission has been obtained at least one month in advance from each of the following parties: youth’s parents or guardian, sponsoring Lions club, sponsoring district youth camp
and exchange chairperson, host district youth camp and exchange chairperson, host Lions club, host family.

(7) Insurance

(a) It is the responsibility of the sponsoring Lions club to verify or assure that the applicant has adequate medical, life, personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and/or competent insurance representatives.

(b) Sponsoring Lions shall furnish satisfactory proof of insurance coverage to host Lions for visiting youth before their acceptance.

(c) Sponsoring Lions clubs shall secure release of liability and hold harmless agreements executed by each youth exchange visitor and his or her parents or guardians (if a minor).

(d) The host Lions shall have the option of requiring any inbound exchange youth to subscribe, at his/her own expense, to medical, life, personal property, liability, or other type of insurance, as deemed appropriate by the host Lions, to cover the duration of the exchange visit, regardless of whether said youth is already insured under a policy issued in the youth’s home country.

(8) Financial Arrangements

(a) Sponsoring Club

i. All costs related to travel of the exchange visitor, from his/her home to his/her host community and return, shall be the responsibility of the sponsoring Lions club. They may be paid by the club, from district funds if available, by the youth and/or his/her family, or some combination of these sources.

ii. Costs related to travel include actual fares, insurance, airport service fees, customs duties, and any layover or overnight costs en route.

(b) Host Club

i. All costs related to board and lodging, and hosting of the youth shall be the responsibility of the host Lions club.

ii. Since host families provide room and board, the host Lions club should pay or reimburse any planned expenses incurred during the visit of the exchange youth. Each host family shall meet with its host club and reach
agreement as to those activities for which the host club will provide reimbursement for expenses incurred. Such planned expenses include sightseeing or other local transportation, fees for visitors’ attractions or entertainment events, restaurant meals, etc.

(c) Exchange Youth

Each youth shall have personal funds for incidentals, minor medical costs, souvenirs, or possible social activities not planned by the hosts. Host clubs may suggest a specific amount of personal funds for exchange youth to have on hand.

(9) Emergency Situations

Responsibility for the exchange youth is assumed by sponsoring Lions during travel, and by host Lions during his stay in their country and community. Emergency situations have been extremely few; nevertheless, they do occur. The following distinctions are made with respect to areas of responsibility.

(a) Unexpected Visitors: No Lions club can be held responsible for extending hospitality or furthering travel arrangements for unexpected visitors, individually or in groups.

(b) Unwarranted Personal Requests: Requests for school enrollment, training or employment, long-term board and lodging, and the operation of motor vehicles (even by bona fide exchange youth) are prohibited.

(c) Accident or Illness: Illness of an exchange visitor will require the attention of the host family and the host Lions club. In case of serious illness or accident, every effort should be made to contact the youth’s parents immediately, and to provide them with diagnosis and recommendations determined by a doctor. All youth must have in their possession written parental or guardian permission for any necessary medical or surgical treatment.

(d) Incompatibility: If relations between host family and the visiting youth become extremely difficult, the matter should be handled tactfully by the host Lions. In extreme situations, it may become necessary to arrange for the return of the youth to his/her home.

(e) Replacement Host Family: If an assigned host family withdraws from the program after a commitment has been made to host an exchange visitor, it shall be the obligation of the host Lions to provide for a qualified replacement host family. The host Lions shall make every effort to avoid canceling an exchange visit.

(10) Emergency Financial Procedures
Unexpected, substantial costs requiring advance payments shall be the ultimate responsibility of the youth’s parents and they shall be so informed prior to acceptance of the youth. If any such shall arise, the position of the parents and sponsoring Lions shall be sought immediately. Only thereafter shall the host Lions consider contributing to or advancing the same.

If expenses are advanced by host Lions to meet any such emergency or other unexpected and necessary action, they may report the same to the parents and sponsoring Lions, detailing the amount of expense, or suggested portion thereof, which they feel should be reimbursed. All involved parties should then endeavor to resolve the reimbursement question in the spirit of complete fairness, understanding and goodwill.

c. Youth Exchange Organizations

(1) For applicants for whom hosts cannot be located and for longer term study programs, Lions Clubs International endorses and recommends the programs of AFS-USA, the Experiment in International Living, and Youth for Understanding.

(2) The international headquarters staff is authorized to provide to Lions basic information on the programs of these three leading exchange organization, and to exchange information with their respective headquarters.

d. District Youth Exchange Operations

(1) District governors shall be encouraged to give every consideration to maintaining continuity in the Youth Exchange Program from year to year;

(2) wherever feasible, to continue the Youth Camp and Exchange Program chairperson in office, and

(3) when a change is made, to have complete records transferred by the chairperson to his/her successor.

4. TOP TEN YOUTH CAMP AND EXCHANGE CHAIRPERSON AWARD

a. The Top Ten Youth Camp and Exchange Program Chairpersons Award shall be granted according to the following rules:

(1) A nomination form and complete report shall be received at the international office by November 15.

(2) “Top Ten” youth camp and exchange program chairpersons will not be selected by the Service Activities Committee until the following March/April board meeting.
(3) Following are guidelines for information to be included in the above report:

(a) Number of youth applications received for sponsorship and number of youth actually sponsored.

(b) Number of requests received to host and number of youths actually hosted.

(c) Number of Lions clubs participating in the Youth Camp and Exchange Program.

(d) The ages and gender of youth.

(e) Participation of any handicapped youth.

(f) Countries involved in the exchanges.

(g) Cooperation with other youth exchange organizations.

(h) Other information as deemed relevant.

(4) Nomination forms and Chairperson’s reports will be accepted by mail, fax or email at the Lions Clubs International Headquarters, in the form of a report not more than three pages. Attachments may include newspaper clippings, photographs, or other special exhibits.

(5) Due to difficulties of many translations in a short period of time, it is recommended that if at all possible, the reports be submitted in English.

(6) Where the candidate is a club member in a multiple district, the nomination must be made by the multiple district council of governors. If the candidate is a club member in a single district (i.e., a district which is not part of a multiple district), the nomination must be made by the district governor.

(7) Each single district (i.e., a district which is not part of a multiple district) is limited to one nomination each year. Each multiple district having from two (2) to fourteen (14) sub-districts is limited to one nomination each year. Multiple districts with fifteen (15) or more sub-districts are allowed a maximum of two (2) nominations each year.

(8) Nominations shall be made and submitted by the multiple district council of governors (or district governor of a single district) in office during the year in which the awards will be issued, that is, immediately following completion of the nominated chairperson’s term.
b. The Top Ten Youth Camp and Exchange Program Chairperson Award shall be presented to each winner at a suitable, prestigious occasion by the highest ranking Lion officer available.

c. For the Convention Youth Camp and Exchange Program Forum, the Top Ten Chairpersons shall be invited (if attending) to participate in a panel for discussion, with no additional cost to Lions Clubs International for this purpose.

5. **Reporting of Youth Exchange Statistics to International Headquarters**

   a. Each district youth camp and exchange program chairperson or multiple district youth camp and exchange chairperson, if appointed, shall prepare an annual report on youth exchanges in his/her respective district or multiple district and submit it to the international office no later than November 15 of each fiscal year. The report form shall be mailed from the international office to district governors and multiple district council chairpersons, where appropriate, for distribution to the respective youth camp and exchange program chairpersons. It shall be the responsibility of the district governor and the council chairperson, where appropriate, to ensure that the report is completed and submitted by the deadline date specified.

   b. The annual Youth Exchange Report shall contain the following information:

      (1) Number of boys and girls hosted in youth exchanges and international youth camps or centers.
      (2) Number of Lions clubs participating in the program within the district or multiple district.
      (3) Number of host families participating within the district or multiple district.
      (4) Number of boys and girls sponsored in youth exchanges and international youth camps or center.
      (5) Countries involved in the program.

6. **Youth Exchange for Political Purposes**

   It is expressly prohibited to use the Youth Exchange Program, its contacts or functions, for political purposes.

K. **COMPLIANCE**

   It is the responsibility of the sponsor and/or host Lions to verify or ensure that youth programs, including but not limited to Leo Clubs and Districts, Youth Camp and Exchange, shall be operated in compliance with governing laws and with appropriate insurance coverage in effect.

L. **DIABETES AWARENESS INCENTIVE PROGRAM**
1. **Diabetes Awareness Incentive Award**
   An appropriate award shall be provided annually to district governors for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

2. **New Horizons Award in Diabetes Education**
   An appropriate award shall be provided annually to district governors for presentation within the district to the club that has been most active in diabetes education during the year.

3. **STRIDES...LIONS WALK FOR DIABETES AWARENESS BANNER PATCH AWARD**
   Upon verification of eligibility, Lions clubs, districts and multiple districts that organize a Strides Walk will be issued a one-time banner patch award. For subsequent years in which a Strides Walk is organized, a chevron bearing the fiscal year in which the walk was held, will be issued.

4. **Multiple District Diabetes Awareness Chairperson Award**
   An appropriate award shall be provided annually to council chairpersons for presentation to the multiple district chairperson for achievement in fulfilling the requirements for this position.

M. **LIONS CLUBS COMMUNITY AND CULTURAL ACTIVITY AWARD**

1. **Award description:** This annual award recognizes one club within a district that has been most active in organizing successful community cultural activities.

2. **Eligibility and Selection:** All clubs within a district are eligible to participate. Each district governor shall present the award on behalf of Lions Clubs International to one Lions club within the district annually. The recipient club shall be named by the district governor in consultation with the District Cultural and Community Activities Chairperson and, as deemed appropriate, other Lions appointed by the governor to a judging panel.

3. **Award:** An appropriate award shall be provided annually to district governors for presentation to the Lions club that has been most outstanding within the district in completing community and cultural activities during the year.

4. **Criteria:** Lions clubs considered for this award shall be judged for the success in organizing community and cultural activities according to the following criteria:

   a. **Service to others:** A Lions club’s cultural and community activities shall be developed, organized and implemented to provide benefit to people in terms of knowledge, attitudes, values, skills, or mutual understanding and cooperation.
b. **Involvement:** A Lions club’s cultural and community activities shall be developed, organized and implemented to fulfill the **fifth purpose** of Lions Third Lions Object, “To take an active interest in the civic, cultural, social and moral welfare of the community.”

c. **Originality:** This category challenges Lions clubs to develop cultural and community activities that are fresh, new and exciting in ways that will draw community interest and participation of members.

d. **Outcomes:** A Lions club’s cultural and community activities shall be developed and organized to improve the quality of life in measurable ways.

e. **Public relations:** This category challenges Lions clubs to enhance their public image by publicizing their cultural and community activities through the news media and other avenues.

**N. THE LIONS CLUBS INTERNATIONAL HEARING AID RECYCLING PROGRAM**

1. **Program Description**

   The Lions Clubs International Hearing Aid Recycling Program (HARP) shall be implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

2. **Program Objectives**

   a. To establish an international hearing aid recycling program to promote the collection, refurbishing and distribution of donated hearing aids.
   b. To provide clubs with a means of providing hearing aid assistance at an affordable cost.
   c. To promote communication among Lions who collect used hearing aids.
   d. To closely identify Lions with hearing aid recycling and distribution.
   e. To facilitate the international expansion of the Lions Clubs International Hearing Aid Recycling Program.

3. **Name and Emblem**

   a. The official name of the program shall be the Lions Clubs International Hearing Aid Recycling Program, and all Lions sponsored hearing aid centers shall be known as Lions hearing aid centers.
   b. The Lions name and emblem are registered trademarks of the association and are the sole property of Lions Clubs International. All ownership rights in the Lions name and emblem, and all obligations with respect to protection and preservation thereof, shall rest in, and is retained by, Lions Clubs International.
c. The term “Lions” shall be incorporated into all names referring to a Lions hearing aid center. Furthermore, the Lions name and emblem, where appropriate, shall be displayed prominently on the premises, official stationery, hearing aid packaging, publications, websites and promotions of all Lions hearing aid centers.

4. **Control and Operation**
   
a. Lions hearing aid centers shall submit regular reports to Lions Clubs International on quantities of hearing aids collected and of refurbished hearing aids provided to needy people.
b. Hearing aids shall be dispensed by hearing professionals in strict accordance with local or national medical regulations.
c. Priority in supplying hearing aids shall be given to Lions projects or requests.
d. Hearing aids supplied to other humanitarian organizations shall be provided with the stipulation that such hearing aids be distributed free of charge.

5. **Sponsorship**
   
a. Lions clubs, districts, multiple districts, foundations, singly or jointly, may sponsor Lions hearing aid centers.
b. In areas where there is no Lions hearing aid center in operation, Lions are encouraged to support a center of their choice in another location.

6. **Insurance Coverage**
   
Each Lions hearing aid center shall carry insurance coverage as is appropriate to its operations. Such insurance shall be in addition to the general liability coverage provided by the association.

7. **Promotion and Public Awareness**
   
a. Lions Clubs International shall promote the concept and expansion of hearing aid centers.
b. Lions hearing aid centers shall be encouraged to create public awareness of Lions involvement in hearing aid recycling and to submit newsworthy information to Lions Clubs International for use in promoting the program.
c. Lions hearing aid centers shall be encouraged to share information with Lions interested in becoming involved in hearing aid collection.
d. Lions hearing aid centers are encouraged to establish working relationships with local hearing professionals or organizations, as appropriate.

8. **LIONS FAMILY MONTH**
   
The month of May shall be observed as Lions Family Month.
P. NON-DISCRIMINATION POLICY – Service Activities

Lions Clubs International affirms a policy of non-discrimination in all programs and activities without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, veteran status or any other legally protected status.

The International Board of Directors is committed to this policy of non-discrimination and urges each Lions club to uphold the Lions Code of Ethics and purposes of Lions Clubs International by reflecting the common cause of friendship and service in all programs and activities in a non-discriminatory manner.

Q. LIONS ENVIRONMENTAL PHOTO CONTEST

1. **Description:** An annual photo contest shall provide a way for Lions to portray, through an original photo, their pride and commitment to improving, protecting and preserving an aspect of the environment in which they live.

2. **Eligibility:** The contest is open to all Lions from clubs in good standing. Specific guidelines and contest rules will be posted on the LCI Web site.

3. **Contest Award:** Winners will receive a suitable award and have their photo displayed at the annual Lions Clubs International Convention.

Q. LIONS SERVICES FOR CHILDREN AWARDS

4. **District Lions Services for Children Chairperson Award**

   a. **Service Recognition:** Outstanding District Lions Services for Children Chairpersons will be presented with the award. Service in promoting and maintaining projects for children in need in the district will be the criteria for receiving an attractive certificate bearing the logo of the Lions Services for Children Program. Award certificates shall be provided annually to district governors for presentation to district chairpersons who fulfill award criteria.

   b. **Eligibility:** To receive this recognition, the District Lions Services for Children Chairperson shall meet the following criteria:

      1. Outline and implement a plan of action for the district.
      2. Motivate by personal visits or regular communications a substantial number of clubs in the district to fulfill the mission of the Lions Services for Children Program.
      3. Increase Lions awareness of opportunities to assist children in need in the district through the Lions Services for Children Program.
(4) Submit a report to the district governor providing information on the accomplishment of (1), (2) and (3) above.

5. **Multiple District Lions Services for Children Chairperson Award**

   a. **Service Recognition:** Outstanding Multiple District Lions Services for Children Chairpersons will be presented with the award. Award certificates shall be provided annually to the council chairpersons for presentation to multiple district chairpersons who fulfill award criteria.

   b. **Eligibility:** To receive this recognition, the Multiple District Lions Services for Children Chairperson shall meet the following criteria:

      (1) Outline and implement a plan of action for the multiple district.
      (2) Motivate a substantial number of districts to fulfill the mission of the Lions Services for Children Program.
      (3) Increase Lions awareness of the opportunities to assist children in need in the multiple district through the Lions Services for Children Program.
      (4) Submit a report to the council chairperson providing information on the accomplishment of (1), (2) and (3) above.

**R. LIONS DISTRICT ENVIRONMENT CHAIRPERSON AWARD**

An appropriate award shall be provided annually to district governors for presentation to the district chairperson after fulfillment of criteria outlined in Exhibit A.

**S. LIONS ALERT BANNER PATCH AWARD**

To encourage support for the Lions ALERT Program, a one-time banner patch award shall be available to clubs, districts, and multiple districts that submit a comprehensive community-wide emergency preparedness plan to Lions International Headquarters.

**T. ALERT CHAIRPERSON AWARDS**

1. **District ALERT Chairperson Award** An appropriate award shall be provided annually to district governors for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

2. **Multiple District ALERT Chairperson Award** An appropriate award shall be provided annually to council chairpersons for presentation to the multiple district chairperson for achievement in fulfilling the requirements of the position.
District Environment Award Criteria

The award should be presented to the district environment chairperson upon completion of a successful year. The chairperson may have undertaken one of the following projects to preserve the environment:

- A district-level competition for the Lions Environmental Photo Contest
  [http://www.lionsclubs.org/EN/content/environment_photo_contest.shtml](http://www.lionsclubs.org/EN/content/environment_photo_contest.shtml)

- A Family Tree Planting project
  [http://www.lionsclubs.org/EN/content/programs_cult_environ.shtml](http://www.lionsclubs.org/EN/content/programs_cult_environ.shtml)

- A community clean-up campaign
  [http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml](http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml)

- A public environment program or seminar
  [http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml](http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml)

- A recycling project
  [http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml](http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml)

- A water-purification project
  [http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml](http://www.lionsclubs.org/EN/content/programs_env_suggproj.shtml)

For other project ideas, log onto the Lions Web site at:
[http://www.lionsclubs.org/EN/content/programs_cult_environ.shtml](http://www.lionsclubs.org/EN/content/programs_cult_environ.shtml)
or contact: programs@lionsclubs.org
CHAPTER II
BOARD COMMITTEES

A. ADVISORY COMMITTEE TO REVIEW VICE PRESIDENT CANDIDATES

1. **Objective** – The purpose of the committee is to review potential candidates for international vice president and to provide a detailed evaluation of such candidates to the Executive Officers.

2. **Composition** – The Advisory Committee to Review Vice President Candidates shall be composed of the following members.
   
   a. One past international president from each constitutional area (or if determined appropriate, one past international director) who shall be appointed by the Executive Officers.
   b. An Advisory Committee Chairperson to be appointed by the International President, in consultation with the Executive Officers.
   c. An Honorary Chairperson shall be appointed subject to the confirmation of the Executive Officers each year.

3. **Duties** – The Advisory Committee to Review Vice President Candidates shall assume the following responsibilities to accomplish its charge:
   
   a. Collect and review the resumes of endorsed candidates.
   b. Identify and collect the resumes of potential candidates.
   c. Provide the Executive Officers with a copy of each endorsed candidate’s resume and a report containing a detailed evaluation related to each candidate.

4. **Meetings** – The Advisory Committee will meet primarily by electronic means and shall meet in person as required and approved by the Executive Officers subject to budget approval.

5. **Term** – The appointments shall be for one year and should be made on or shortly after the October/November International Board of Directors meeting.

B. AUDIT COMMITTEE

1. **Objective** – The purpose of the committee is to assist the Board of Directors in fulfilling its oversight responsibility relating to:
   
   a. The integrity of the financial statements and financial reporting;
   b. The annual independent audit of the financial statements;
   c. Engagement of the independent auditor;
   d. Compliance with legal and regulatory requirements;
   e. Evaluation and assessment of risk management;

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f. Accounting systems and internal controls, and;
g. Fulfillment of other responsibilities set out herein.

2. **Composition** – The Audit Committee shall be composed of four members:

   a. A second year director who is a member of the Lions Clubs International Finance and Headquarters Operation Committee;
   b. A first year director who is a member of the Lions Clubs International Finance and Headquarters Operation Committee;
   c. Two current international directors or board appointees to be appointed by the International President.

3. **Duties** - The audit committee shall assume the following responsibilities to accomplish its charge:

   a. Supervise the annual audit by an independent auditor and review such statements with management and the independent auditor.
   b. Review in consultation with management, at least annually, the qualifications, performance and independence of the independent auditors. When deemed prudent, the association will issue a Request for Proposal (RFP) from selected firms with substantial experience auditing nonprofit organizations. Present its conclusions with respect to the independent auditor to the Board.
   c. Recommend to the Board of Directors the engagement of an independent internal auditor to assist the committee in the examination and evaluation of the internal controls. The qualifications, independence, and prior performance must be reviewed and investigated prior to the recommendation.
   d. Review annual financial statements, including any adjustments to those statements recommended by the independent auditor, and any significant issues that arose in connection with the preparation of those financial statements. The committee will inform the Executive Committee and report to the Board of Directors any significant findings.
   e. Review the financial reporting and accounting policies, significant changes in accounting principles and regulations or in their application, and the key accounting decisions affecting the financial statements, including alternatives to, and the rationale for, the decisions made.
   f. Review, as appropriate and in consultation with the independent auditor, accounting policies, internal controls and procedures of the organization as well as management responses to comments relating to those policies and procedures.
   g. Review and investigate any matters pertaining to the integrity of management, including conflicts of interest, or adherence to standards of business conduct as required in the policies of the association and foundation. This should include regular reviews of the compliance processes in general and the corporate governance process in particular, including “whistle blower program” and document retention policy. In connection with these reviews, the committee will meet, as deemed appropriate, with the general counsel and other officers or employees.
h. Evaluate the business risks of the organization and plans to mitigate risk, including requiring management to communicate its risk assessments to the committee.

i. Review the conflict-of-interest policy, recommending changes as needed, and ensuring the organization’s compliance with its policy on at least an annual basis.

j. Meet as frequently as circumstances require, but at least twice annually, with the independent auditor to discuss any issues arising from the audit committee’s responsibilities. Two such meetings will be an audit planning meeting to adopt the scope of the upcoming audit and a post-audit meeting to receive the results of the audit.

k. The committee shall have authority to retain such outside counsel, experts and other advisors, to investigate, when deemed necessary, potential or actual improprieties in the organization’s operations in its sole discretion. The committee shall have authority to approve related fees and retention terms.

l. The committee shall submit the minutes of all meetings to the Executive Committee and Board of Directors after each committee meeting.

m. Oversee the internal audit function with the internal audit department having direct reporting responsibility to the Board of Directors through the Committee. This oversight shall include an annual review of internal audit’s risk assessment and scope of audit plan, review of reports prepared by the internal audit department together with management’s response and follow-up to these reports, and ascertaining any difficulties encountered by internal audit in the course of its activities, including any restrictions on the scope of work or access to required information.

4. Meetings – The committee shall meet as often as necessary to perform its duties as prescribed in this policy and generally before and after the scheduled annual audit. The chairperson may call a meeting at any time, as he or she deems advisable. Other committee members may request meetings through the chairperson of the committee. Refer to section 3.j.

5. Reporting – The committee shall prepare a report of progress, plans and recommendations for approval at each meeting of the board of directors.

C. CONSTITUTION AND BY-LAWS COMMITTEE

1. Objective – To see that the association’s constitutional provisions are upheld and adhered to, to guide the board in constitutional interpretations and legal matters, to recommend and advise the board concerning recommended constitutional changes.

2. Requisite – Entire committee must familiarize itself with the constitutions - at international, district and club levels, and with board actions and policies.

3. Duties
a. Review all matters of constitutional and/or legal nature referred to it, including insurance and trademarks, and make recommendations thereon, when deemed proper, to the Executive Committee and the board of directors.
b. Prepare the form of constitutional amendments proposed by international board.
c. On constitutional and/or legal questions requiring interpretation rather than board action:
   (1) Confer, if necessary, by letter or telephone until a majority opinion of the committee is secured.
   (2) Instruct general counsel on procedure.
d. Approve form of policy manual changes proposed by other committees of the board.

4. Meetings
   a. Committee meets at time and place of board meetings.
   At such meetings, officers and directors from areas where questions have arisen are requested to appear and present views.
   
   b. Special meetings may be convened with approval of the president or the Executive Committee.

5. Reporting – The committee gives an official report at each board meeting concerning the above matters.

D. CONVENTION COMMITTEE

1. Objective – To provide direction, establish norms, recommend and implement authorized procedures to ensure proper organization and operation of all phases of the international convention.

2. Requisite – the committee should be familiar with all aspects of the international convention, particularly as they pertain to: attendant board policy, convention budgeting, existing contracts and commitments, basic format of a convention schedule of events, convention hall and headquarters hotel requirements, established housing and preregistration procedures as well as requirements/support of local Lions in a convention city.

3. Duties – Subject to board approval, the Convention Committee, in conjunction with the convention division manager:
   a. Research and determine the feasibility, propriety, practicality and timeliness of all components needed to ensure the success of the international convention.
b. Establish guidelines and procedures for the proper implementation and management of approved plans for the international convention. Such guidelines and procedures should be characterized by sensitivity to the diverse cultures and traditions of international Lionism.

4. **Meetings** – The Convention Committee and convention division manager meet in conjunction with all board of directors’ meetings. Additional Convention Committee meetings are held in accordance with board policy. Prior to all committee meetings, the convention division manager will supply the committee with research information and a report on the status and progress of plans for the next convention.

5. **Reporting** – At the time of each board meeting, the committee prepares and submits a status report on the next international convention. Recommendations may also be submitted affecting board policy concerning the international convention. Relevant information concerning other future convention arrangements may also be submitted, as determined by the committee.

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**E. DISTRICT AND CLUB SERVICE COMMITTEE**

1. **Objective** – To provide direction and recommend policy, for the successful administration and operation of districts and clubs throughout the world with special attention to young, small, un-districted, or declining clubs, clubs with problems, and club mergers, as well as districts in need of redistricting, and also to establish policy for the association’s language operations.

2. **Requisite** – The committee should familiarize itself with details of district and club administration, know the related policy and procedures as well as the regional differences in culture, tradition, customs, social conditions, etc. among the Lions’ countries and geographical areas.

3. **Duties**

   a. Maintain continuous review of programs and procedures related to districts and clubs, and plan special programs, as needed, to strengthen and fortify districts and clubs.
   b. Review the rules for the Excellence Awards for district governors, region chairpersons, zone chairpersons, and club presidents.
   c. Review and recommend to the board redistricting proposals, single club transfers, and club charter cancellations.
   d. Review and supervise the association’s language operations.
   e. Select the seminars to be held at each international convention in the area of district and club administration.
   f. Review the status of districts, including provisional, and recommend changes in the policy and procedures for betterment of those districts.
4. Meeting – The committee meets at the site of the board meetings or as approved by the international president.

5. Reporting – The committee prepares a report of progress, plans, and recommendations for presentation at each meeting of the international board of directors.

F. FINANCE AND HEADQUARTERS OPERATION COMMITTEE

1. Finance Function
   a. Objective – The purpose of the committee is to assist the board of directors in fulfilling its responsibilities to provide oversight relating to financial management of the organization.

   b. Requisite – The committee must familiarize itself with the association’s finance and accounting policies and procedures.

   c. Duties

      (1) Develop, prepare and present an annual operating budget that takes into account all sources of revenue operating expenses, capital expenditures and investment accounts.

      (2) Reviews quarterly forecasts of year end financial results that reflect known events that may influence revenue or expenses.

      (3) Reviews internal financial statements and other internal financial information provided to the board of directors and/or executive officers.

      (4) Reviews and advise the board of directors in respect to: investment policies; appointment of investment advisors, performance of investments and, where appropriate, significant investment transactions.

      (5) Periodically reviews all financial policies.

      (6) Annually reviews the total Clubs Supplies and Distribution operation and budget.

      (7) Annually review the operation and budget of the Information Technology Division.

      (8) Annually review and approve the Form 990 prior to filing.

2. Headquarters Operation Function

   a. Objective – Monitors the effectiveness and efficiency of the headquarters operations.

   b. Requisite – The committee must familiarize itself with the association facilities and organizational structure.

   c. Duties
(1) Working with the administrative officers, review the overall headquarters operation.

(2) Administer the Lions Clubs International Retirement Income Plan and the Lions Clubs International 401(k) Savings Plan (retirement plans).

(3) Oversee the administration of the association’s conflict of interest policy.

(4) Salary administration including, adjustments in salary ranges.

3. **Meetings** – At the time and place of regular board meetings or as approved by the international president or executive committee.

4. **Reporting** – The committee prepares a report of progress, plans and recommendations for approval at each meeting of the board of directors.

G. **LEADERSHIP DEVELOPMENT COMMITTEE**

1. **Objective** – To improve the quality of Lions leadership through systematic high quality learning opportunities.

2. **Requisite** – The committee should familiarize itself with the body of knowledge of leadership development, research, and publications.

3. **Duties**

   a. Review and recommend leadership programs in conjunction with the professional staff of Lions Clubs International.
   
   b. Assist with development of leadership materials for use at all levels within the association.
   
   c. Provide guidance and assistance to professional staff with implementation and quality control of leadership programs.
   
   d. Provide sessions at the international convention for the development and leadership of Lions at the club, district, and international levels.
   
   e. Provide guidance to professional staff on development and delivery of leadership curriculum for members at all levels in the association.
   
   f. Provide guidance to professional staff on development and delivery of programs for international office staff.
   
   g. In conjunction with the District and Club Service Committee, develops and executes plans for the District Governors-elect Seminar.

4. **Meetings** – The committee meets at the site of the board meetings or as directed by the president.

5. **Reporting** – The committee prepares a progress report, plans, and recommendations for presentation at each meeting of the board of directors.
H. LONG RANGE PLANNING COMMITTEE

1. **Objective** – To determine, by thorough and systematic studies, long-range issues affecting association operations and to make recommendations for board action to meet the same.

2. **Requisite** – Study, review and gain working knowledge of all association operations – past, current and prospective – at all levels.

3. **Duties**
   
a. Study, with staff research, long range issues referred to committee by committees of the board.
   
b. Based on own studies and experiences, determine, within committee, new substantive long-range problems, needs and desires of association, clubs, districts, etc.
   
c. Prepare Long Range Planning Report for each March/April board meeting.
   
d. Prepare general recommendations for study by specific standing board committees and implementation of specific action items.
   
e. It is the responsibility of the Long Range Planning Committee to begin the process of selecting Lions major service commitments. The process and criteria for such selection shall include the following:
      
      (1) Proposed projects must represent a challenge to the association, its directors and clubs in meeting a significant need of mankind.
      
      (2) Proposed projects are to be owned, controlled and administered by Lions Clubs International.
      
      (3) Proposed projects are to be structured so that any collaborative efforts with non-Lion organizations, institutions, consultants, etc., will not prove detrimental to but will rather enhance the efforts and image of the association.
      
      (4) Proposed projects are to be an outgrowth of research and conference with experts inside and outside of Lionism.
      
      (5) Proposed projects are to be such that substantially all areas of the world and cultures within Lionism would choose to participate.
      
      (6) Proposed projects are to provide for development of the desired relationship between individual club activities and the larger collective service mission of Lions, internationally.
      
      (7) Proposed projects are to achieve measurable results within a given period of time.
      
      (8) Proposed projects are to have a potential public relations benefit for the association which is clearly identifiable and understood.
      
      (9) Proposed projects should include a funding role for LCIF.
      
      (10) Proposed projects which become a Lions major service commitment adopted by the board of directors shall be binding on association officers, clubs and generally be for a term of five years or more.

   f. Review the Board Policy Manual every five years.
4. **Meetings** – Meetings of the Long Range Planning Committee may be held at such place and at such time as shall be approved by the chairperson.

5. **Reports** – Committee gives preliminary report of areas of study at October/November board meeting and final substantive report at March/April board meeting.

I. **MEMBERSHIP DEVELOPMENT COMMITTEE**

1. **Objectives** – To promote, in conjunction with the District and Club Service Committee, the organization and chartering of new clubs, growth and development of membership and to assist in the reorganization of weak and status-quo clubs. To see that all programs are carried out in keeping with sound business practices and association policy, with emphasis on the responsibilities of the sponsoring club and the Guiding Lion as they relate to new clubs.

2. **Requisite** – Committee should familiarize itself with current extension programs and practices and current membership procedures.

3. **Duties**

   a. Study new countries for extension possibilities, giving consideration to the following:

      (1) Political attachment and philosophy.
      (2) Practical effect of location of country or area under consideration with respect to provision of services by a sponsoring club, district officer, coordinating Lion or the International Headquarters.
      (3) Does the country or area under consideration lend itself favorably to the precepts and purposes of Lionism.
      (4) Short and long-term effect of rates of exchange and/or fiscal policy of country or area on total association operation and, specifically, favorable money exchange and future extension possibilities.
      (5) Prospects in country or area for future growth (clubs and membership) by reason of culture, population, etc.

   b. Study methods to promote organization of Lions clubs in:

      (1) Metropolitan areas
      (2) Rural areas
      (3) Subdivisions
      (4) Additional clubs in areas of existing clubs
      (5) Institutions of higher learning
      (6) Shopping centers or malls
      (7) Corporations
      (8) Other potential areas of extension
c. Study conduct of our extension program in light of sound management practices:

(1) Periodically review overall extension program to determine:

Whether new clubs operate on sound basis by conducting:

- Good club meetings
- A major service activity
- A major fundraising activity
- A good membership development and retention program

(2) Whether sizes of clubs organized are too large or too small - and whether clubs organized are of good quality.

(3) Whether results of our extension program are gained within the bounds of cost effectiveness.

d. Review all matters relevant to the association’s membership programs.

(1) Study membership statistics and reports and recommends necessary changes to improve the association’s program.

(2) Recommend awards and rules for all membership programs.

(3) Recommend ways and means of increasing strong membership growth and development through promotion of club and district participation.

e. Study association’s long range membership proposals and reports its findings and recommendations to board of directors.

4. Reporting – The committee prepares a report of progress, plans and recommendations for presentation at each meeting of the board of directors.

5. Meeting – Meets at site of each board meeting and otherwise when approved by president.

J. PUBLIC RELATIONS COMMITTEE

1. Public Relations

a. Objective – To enhance the image, prestige and acceptability of Lions Clubs International with Lions and public through a public relations program designed to acquaint both Lions and general public with Lions’ purposes and accomplishments.

b. Requisite – Committee must familiarize itself with the structure and procedures of the Public Relations and Communications in the international office, as well as those of any outside P.R. resources.
c. **Duties**

(1) Evaluate the programs of the Public Relations and Communications, confer with the staff and lend its recommendations and counsel.

(2) Originate and suggest public relations ideas, projects and policies to the Executive Committee and board of directors.

(3) Review major public relations proposals and submit same to Executive Committee or board for approval.

(4) Evaluate ideas and opinions on public relations from individuals, clubs, district officers, etc., and where deemed practicable, recommend their adaptation for use by Lions Clubs International.

(5) Confer and cooperate with other board committees, the administrative officers and staff, bringing to them the public relations viewpoints.

(6) Review and evaluate image and effectiveness of association awards.

(7) Plan a meeting of magazine editors at international headquarters every three years.

2. **The LION Magazine**

a. **Objective** – to ensure that the LION Magazine and publications area operates on sound public relations and business principles, particularly keeping in mind its purpose as a communications medium with our most important asset - the Lion member.

b. **Requisite** – The committee should understand the purpose and the responsibility of the LION Magazine (in all editions) for conveying the story of Lionism, its activities, its programs and its Lionistic messages to the membership.

c. **Duties – Magazine**

(1) As soon as possible after the convention, the committee should meet to become thoroughly acquainted with procedures and methods of operation.

(2) The committee should:

   i. Familiarize itself with the rules and procedures governing the various editions of the LION Magazine.
   
   ii. Make recommendations to the Executive Committee or board on all matters concerning the LION Magazine and its editions.
iii. Ensure that all board-adopted policies are carried out.
iv. Conduct readership surveys at such times as deemed necessary and advisable by the board of directors.
v. Endeavor to gain working knowledge of board policies affecting committee function.

(3) Exercise due caution against imposition of personal likes, dislikes or prejudices or suggestion of abrupt change in format or policy, without thorough study and research with the board of directors.

3. **Lions Information**

a. **Objective** – A better and stronger membership through a well-planned education program.

b. **Requisite** – Thorough understanding and knowledge of current Lions Information programs.

c. **Duties** – Lions Information

   (1) Determine type of Lions information which should be generally distributed to association members.
   (2) Develop plans and recommendations for the distribution of Lions information.
   (3) Recommend categorical Lions information for magazine, Leadership Update and other official publications.
   (4) Continuing projects – review and update.

   i. Development of material for use by district information chairperson.
   ii. A continuous Lions education program for the general membership.

4. **Meetings** – The committee meets at the site of board meetings and otherwise as directed by the president.

5. **Reporting** – The committee prepares a report of progress, plans and recommendations for presentation at each meeting of the board of directors.

**K. SERVICE ACTIVITIES COMMITTEE**

1. **Objective** – To formulate and recommend for board approval policy governing all Lions programs which provide services either in terms of manpower or financial support.

2. **Requisite** – The committee should familiarize itself with board policy statements on: 1) environment, 2) cultural activities, 3) service to community, 4) individual well-being, 5) international relations. It should be familiar with the association’s global programs, such as the SightFirst Program as well as the Sight Conservation and Work with the Blind
Program, the Hearing and Speech Action and Work with the Deaf Program, the Environmental Program, Leo Program, Lions International Youth Camp and Exchange Program and International Relations programs (such as Lions Day with the United Nations, Club Twinning and Lions Interclub).

3. **Duties**

   a. The committee studies and recommends general directions for service activities considered appropriate for clubs, districts or multiple districts.
   b. The committee reviews the district chairpersons guides detailing programs for which the committee is responsible.
   c. The committee recommends general norms to be observed in promulgating and administering these activity programs. Such norms should be characterized by sensitivity to the diverse cultures and traditions of Lionism.
   d. Before formally recommending the adoption of a new activity program, the committee, through the resources of the Service Activities Division, will determine the feasibility, propriety and timeliness of the proposed activity. If adopted by the board, the staff will then recommend procedures for implementation of the program. The committee, however, should determine whether or not a probationary period should be established during which the new activity program will be observed and analyzed by staff; and the results evaluated by the committee.
   e. The committee supervises the following major service activities: Sight Conservation and Work with the Blind; Hearing and Speech Action and Work with the Deaf; Diabetes Program, Environmental Services; International Relations; Leo Clubs; International Youth Exchange and Youth Camps, Lions Youth Outreach/ Lions Quest and other service activities not assigned to specific committees of the board.
   f. The committee may provide recommendations and/or advice to the Long Range Planning Committee concerning programs suitable for adoption as a Lions Major Service Commitment, and shall provide for implementation of such a program upon approval by the International Board of Directors.
   g. The committee reports to the board on the status of the association’s relationship with international organizations and acts as liaison to international agencies as are approved by the board.
   h. The committee coordinates partnership agreements involving service activities in conjunction with LCIF if the activities are funded.

4. **Meetings** – The committee meets at the site of the board meeting or as directed by the president.

5. **Reporting** – The committee prepares and submits a report on the status and progress of service activities and recommends for approval by the board new concepts agreed to by the committee.
A. MEETINGS

1. Minutes – Board Meetings:
   
   a. Record:

   All board meeting minutes shall be recorded by one or more court reporter or in some other suitable manner.

   b. Distribution:

   (1) Full Text

   The secretary shall distribute, by electronic or other suitable means, copies of the complete minutes of the board meetings to members of the board, past officers serving on committees of the board, immediate past international directors, administrative officers, such division managers as are directed by the Executive Committee and, upon request made each year, to any past international president not serving on a board committee.

   (2) Summary of meeting minutes

   A summary of minutes of meetings of the board of directors shall be distributed to current and past international officers by electronic or other suitable means.

   c. Translation – Summary of meeting minutes:

   Such minutes shall be translated into the official languages as required.

2. Reports:

   a. Board Committees:

   (1) If read, committee reports shall be read exactly in the manner they are filed with the secretary;

   (2) Reports shall be inserted in the printed minutes at the point where the minutes show they were read; and

   (3) The original report shall be filed with the secretary.
(4) No resolution shall be submitted to the board which includes commitment or expenditure of funds unless funds are provided for in the budget or in the resolution.

b. Administrative Officer:

(1) An administrative officer or his/her nominee shall submit at each meeting of the Board of Directors a statement detailing the action being taken as a result of resolutions passed at previous Board Meetings, a report on incomplete matters and recommendations needing present board action and shall continue to report on incomplete matters at subsequent board meetings until such time as finality of the item has been reached.

(2) An administrative officer shall distribute by electronic or other suitable means or mail a copy of his Report to the Board to all members of the board ten (10) days prior to each respective board meeting.

3. Secret Ballot:

At meetings of the board of directors, a written ballot on any question may be initiated by the presiding officer or upon the request or consent of one-third (1/3) of the entire number of members of the board.

4. Attendance – Non-Members:

At meetings of the board of directors, the president may invite guests such as past international presidents, past international directors, members of the council of governors, host committee members, local Lions, local dignitaries, spouses, companions, and family members to attend the opening session of the board meeting as observers.

5. Policy Matters:

a. Procedure

The following procedure shall apply for determining matters of policy in board reports and entering the same in the Board Policy Manual.

(1) Each board committee report shall:

   (i) Designate by name all matters of policy and list the same at the end of the report;

   (ii) Clearly identify any policy as to which a change or rescission is sought and indicate the language which is to replace it.

(2) After each board meeting, the general counsel shall review the minutes thereof and make the necessary additions to and/or change in the Board Policy Manual.
(3) General counsel is authorized and directed to make all additions or deletions in the policy manual, necessitated in the future by reason of death, resignation, retirement, termination of employment, promotion, hiring or other similar employment factors affecting employees.

(4) The review cycle shall be every five years.

b. **Distribution:**

Full Text – Past Officers

The Board Policy Manual shall be distributed by electronic or other suitable means to all members of the International Board of Directors, all past presidents, past directors and past district governors serving on board committees. Upon request, the policy manual shall also be distributed by electronic or other suitable means to the past international officer in every district who last served as an international president or international director.

6. **Forum Discussion:**

A time shall be set aside at board meetings for an open forum discussion on topics such as, but not limited to, Lion projects, headquarters operation problems, customs, traditions and other similar pertinent subjects.

B. **MEETINGS – EXECUTIVE COMMITTEE**

1. **Minutes:**

a. **Record:**

All formal discussions, proceedings and meetings of the Executive Committee shall be recorded by reporter or in some other suitable manner and shall be promptly transcribed verbatim and in their entirety and distributed as provided.

b. **Distribution:**

Minutes of meetings of the Executive Committee, prior to the time the same are approved by the board, shall be distributed, by electronic or other suitable means, by the secretary only to members of the board and committees of the board, administrative officers and such division managers as the Executive Committee shall direct.

2. **Action:**
Unless otherwise specified by the constitution or board policy, any subject which would ordinarily be the concern of a standing committee of the board and can await a decision by said committee, must be referred to that committee for action before implementation by the Executive Committee or any other authorized authority.

3. **Relationships with Other Agencies and Organizations:**

   The International Association’s relationship with agencies or organizations, public or private shall be referred to the International Board of Directors meeting in regular session for consideration.

4. **Distribution of Agendas to Board Members:**

   The agenda for each regularly scheduled meeting of the Executive Committee shall be distributed by electronic or other suitable means, sent by courier or mailed to all members of the board of directors no less than ten (10) days prior to said Executive Committee Meeting.

**C. PRESIDENT**

The international president may assign specific responsibilities to the international directors in the promotion of the presidential programs and goals.

**D. DIRECTORS**

1. **Indoctrination:**

   Functions of newly elected directors, following their election at international conventions, shall include an organizational meeting, a school of instruction and briefings on matters of substance in the association operation, or any other areas as determined by the president. The president shall have the prerogative of having all newly elected first year directors, officers and appointees at the international headquarters for further training and instruction as deemed necessary.

2. **Spouses/Companions – Interpreters**

   An interpreter shall be provided, as needed, for the duration of each board meeting for the spouse or adult companion of officers, directors, and others serving on board committees.

**E. COMMITTEES**

1. **Mailings:**
With board approval a board committee may send a letter to all district governors. Information may be inserted in the district governor’s newsletter if a committee so desires.

2. **Committee Meetings – Post Convention Board Meeting:**

At the post convention board meeting there shall be a meeting of each standing committee of the International Board of Directors. The purpose of this meeting is to discuss the operations, responsibilities and major areas that will be addressed by the committee in the coming year. This committee meeting should be attended by all committee members and the staff liaison assigned to the committee.

3. **Distribution of Agendas to Board Members:**

All board committees shall be required to distribute by electronic or other suitable means, courier or mail to all board members a proposed agenda in the appropriate official language and with a descriptive paragraph for each agenda item no less than ten (10) days prior to the board meetings.

4. **Additional Agenda Items:**

“New” agenda items may be added to board agenda after the convening of the board meeting only if approved by the international president.

5. **Advance Committee Meetings:**

The need, time, site and duration of an advance committee meeting shall be approved by the international president in conjunction with the respective committee chairperson and an administrative officer.

6. **Non-Voting Advisors of Board Committees**

   The international president shall appoint two (2) members to the Lions Clubs International Foundation Board of Trustees, one of which shall be a Past International President and one of which shall be a Past International Director and such appointees shall not be from the same constitutional area and shall not be members of the International Board of Directors or members serving on board committees, however they may serve as non-voting advisors of standing committees of the International Board of Directors. The international president shall have the right to appoint, with the approval of the International Board of Directors, Trustees of the Lions Clubs International Foundation who are members of said Executive Committee and who are not members of the International Board of Directors or members serving on board committees as non-voting advisors of standing committees of the International Association.
F. LONG RANGE PLANNING PROCEDURE

1. Committee Structure – Each president, by and with approval of his/her respective board of directors, shall be encouraged to exercise his/her committee appointment power so that it is accepted presidential appointment practice to compose the Long Range Planning Committee of: immediate past international president; first, second and third vice presidents; one second year director; one past international president; and one past international director, with the international president serving as chairperson, and with the member appointed from the past international president and past international director group to be selected from Lions appointed to serve on committees of the board. [Highlighted changes take effect July 1, 2016]

2. Board Committees – Each committee of the board shall include long range planning as part of its agenda for each meeting of the board of directors.

3. Long Range Action Procedure –
   a. Any long range recommendations, whether emanating from a committee of the board or an individual officer or director or otherwise, shall first be referred to the Long Range Planning Committee for study.
   b. The Long Range Planning Committee shall secure an in-depth study of each such subject by the appropriate members of the international office staff.
   c. The Long Range Planning Committee shall include its recommendation on the subject as part of the Long Range Planning Committee report to be made at any meeting of the board of directors deemed appropriate by said committee.
   d. Meetings of the Long Range Planning Committee may be held at such place and at such time as shall be approved by the chairperson.
   e. No long range planning ideas, subjects or recommendations shall be considered by the board of directors unless and until they have received this procedural treatment.

4. Committee Agenda Item – Each executive officer shall assure that each board committee assigned to him, together with its staff liaison, shall prepare and include the subject of long range planning as an item on the committee agenda for each meeting of the board.

5. Staff Liaison – The executive administrator shall serve as staff liaison with the Long Range Planning Committee.

6. Long Range Plan – The International Board of Directors shall adopt and update annually a long range plan projected over a five to seven year period directed at humanitarian needs which require the cooperation of the Lions of the world and which may be recommended to Lions Clubs International Foundation for funding and grant administration.

Effective March 4, 2016
7. **Strategic Plan**

The Board of Directors shall adopt and regularly update a long-term strategic plan as a means of achieving the full potential of Lions Clubs International as a vital community service and humanitarian organization, now and in the future.

a. The plan shall provide clear direction for the association, future executive officers and boards, and administrative operations.

b. The plan shall be flexible and adaptable to the association’s changing needs and expectations.

c. At each October/November board meeting, board committees shall report to the Long Range Planning committee the status and progress of actions taken to complete each objective fulfilling the plan’s strategic issues.

d. Board committees are encouraged to recommend to the Long Range Planning Committee the inclusion of new objectives to address existing strategic issues, as well as the adoption of new strategic issues.

e. The review cycle of the plan’s strategic issues shall be every three years, with objectives and outcomes updated annually.

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G. **GUIDELINES FOR AD HOC COMMITTEES, NEW PROGRAM INITIATIVES, PILOT PROGRAMS AND INTERNATIONAL PRESIDENT’S THEMES**

1. **Ad Hoc Committees**

**Definition**
An ad hoc committee is a special committee appointed by the international president with the approval of the International Board of Directors to study a specific matter of interest to the association which (1) may not be within the jurisdiction of a standing committee, or (2) requires study which cannot be performed by a standing committee because of the time required for the study or the special expertise required of members of the ad hoc committee.

**Mission**
A clear mission statement shall be developed for each ad hoc committee. The mission statement shall include measurable objectives by which the committee’s performance may be evaluated. These objectives shall include “interim” benchmarks by which periodic progress may be measured.

**Term**
The term of an ad hoc committee shall be no more than two years.
**Funding**
Before presented for approval, a detailed budget shall be developed for the proposed ad hoc committee. The budget must include a statement of projected costs for the ad hoc committee. If the ad hoc committee is to study a matter in a particular constitutional area then all budgeted funds shall be expended only in that constitutional area(s); expenditures in other constitutional areas will require the approval of the International Board of Directors.

A budget status report shall be submitted to the International Board of Directors annually at the October/November meeting.

**Reporting**
The ad hoc committee shall report directly to the international president and a standing committee of the International Board of Directors.

2. **GUIDELINES FOR THE PLANNING AND DEVELOPMENT OF NEW PROGRAM INITIATIVES**

   a. **Description**

   These policies concern the planning requirements for New Program Initiatives and shall be followed by appropriate committees of the board in designing and conducting such programs. For the purpose of this policy, the term “New Program Initiatives” refers to any new initiative of the association that meets one of the following: have a financial requirement in excess of US$100,000; utilize significant staff and LCI organizational resources; or actively involve or affect Lions in more than one multiple district or country.

   These shall include, but are not limited to, pilot programs that may be precursors to major association initiatives, special initiatives or programs that respond to short-term challenges and opportunities, and various other association developmental activities. Excluded are training programs for Lion members, annual presidential thematic programs, projects that are routinely administrative in nature, and programs otherwise subject to planning, implementation and review process under another board policy.

   b. **Key Requirements**

   New Program Initiatives shall:

   - be consistent with the Mission Statement and the Strategic Plan of the association.
   - be more than one year in duration to allow for proper development, implementation by Lions in the field, and operational assessment.

   c. **Planning and Assessment Phase**

   (1) Prior to submission of a proposal for a New Program Initiative, a feasibility or assessment study shall be conducted to determine the viability and feasibility of
the proposed initiative. A key purpose of the study is to measure member interest and receptivity to the new program and to identify any existing programs or organizational structures through which the same objectives might be accomplished. Where possible, such existing programs shall be utilized in the proposed New Program Initiative.

(2) The feasibility study may include either surveys or focus groups for assessing member interest. Also, for any proposed new program that is intended to eventually become an ongoing association program, a carefully planned pilot project shall be carried out pursuant to policies on Pilot Programs as set forth in the Board Policy Manual.

(3) As part of the assessment phase, the board committee overseeing the program’s development shall also assess LCI staffing requirements and organizational resources to ensure that any new initiative will not negatively affect, duplicate or be redundant with other ongoing programs.

(4) If additional staffing or organizational resources are required, a budgetary impact analysis including possible re-allocation of existing resources and justifications for any new resources shall be part of the feasibility planning process.

(5) The assessment phase, if limited to member surveys and feedback, may be conducted with the consent of the board committee chairperson overseeing the program area provided that funds are available within an existing budget. However, if new funding is required, and in the case of formal Pilot Programs, a plan and budget for the assessment phase shall be presented for board approval.

d. Implementation

Following the assessment phase, if approval is given for implementation, a detailed action plan and budget shall be prepared and presented to the board for consideration. The plan shall include:

(1) An operating plan addressing all requirements to successfully implement and support the new program during its proposed term of operation. The plan shall specify the number of staff required as well as the Lions volunteer field structure needed to support the program.

(2) A statement of clearly defined objectives and goals, including criteria for determining success and expected achievements of the program, shall be detailed in the plan.

(3) A specific time-bound action plan with quantifiable targets or benchmarks that shall be met at various points in the project’s time line.

(4) A detailed budget setting out a range of funding required to successfully conduct the program.
(5) A chart of assigned responsibilities identifying the positions that will be accountable for specific aspects and functions of the New Program Initiative.

(6) A plan for a formal evaluation (indicating terms of reference or parameters for objective assessment) at the mid-term and end of the program shall be included, based on criteria for success determined at the outset.

e. Evaluation

(1) The appropriate board committee shall review at least once annually the general progress and performance of the program including budgetary compliance.

(2) A mid-term evaluation shall be conducted to assess the program’s effectiveness (as provided in paragraph 2.d.(6) above) relative to its goals and objectives and shall be submitted to the board for review and any appropriate action.

(3) A final evaluation shall be conducted at the program’s conclusion (as provided in paragraph 2.d.(6) above) and shall be submitted to the board to determine if the program should be continued, revised or phased out.

3. Pilot Programs

Definition
A pilot program is a trial initiative implemented by a standing or ad hoc committee that will serve as a prototype of an activity or project for adoption by the association. All pilot programs shall require approval of the International Board of Directors before implementation.

Mission
A clear mission statement shall be prepared for each proposed pilot program. The mission statement shall include measurable objectives by which the pilot program may be evaluated. These objectives shall include “interim” benchmarks by which periodic progress may be measured.

Term
The term of a pilot program shall be no more than three years unless extended by approval of the International Board of Directors. The duration of the extended term shall be determined by the board and the approved term shall expire at the end of an association fiscal year. In the event a pilot program is extended by the board, it is recommended that the program proceed in accordance with the guidelines for the planning and development of New Program Initiatives.

Funding
A detailed budget shall be developed for the proposed pilot program. The budget must include a statement of projected costs. If the pilot program will be implemented in a particular constitutional area then all budgeted funds may be expended only in the
constitutional area(s) where the pilot program has been approved for operation; expenditures in other constitutional areas will require the approval of the International Board of Directors.

A budget status report shall be submitted to the International Board of Directors annually at the October/November Board meeting.

**Reporting**

A report on the operation of the pilot program shall be presented to the international president and the responsible standing committee of the International Board of Directors annually.

4. **GUIDELINES FOR THE INTERNATIONAL PRESIDENT’S THEME**

Effective for the term of office of the international president in 2007-2008 and thereafter, the concept formerly known as the International President’s Program should be referred to as the International President’s Theme. The selection of a presidential theme is optional; and, in the event an international president wishes to announce a theme for his or her presidential year, the following guidelines for such a theme will apply.

a. The presidential theme, intended for utilization within the association during the term of office of the international president, shall be consistent with the Mission Statement and Strategic Plan of the association, and may:

   (1) Incorporate the vision, philosophy, leadership style or a particular call to action of the international president.

   (2) Include a logo, slogan, special branding or other thematic components as desired by the international president.

   (3) Include awards or special recognition utilizing the logo, slogan, special branding or other thematic components of the international president, so long as such awards or recognition are not duplicative or inconsistent with existing association awards or recognition.

   (4) Emphasize a particular existing program or initiative of the association.

   (5) Encourage Lions around the world to unite toward the achievement of a common set of goals.

   (6) Feature pins, banners, brochures and other promotional materials describing the intended scope and content of such a theme within a budget approved by the board.

b. Considering that sustainability and continuity of programs are critical to the association, the presidential theme may not:
(1) Introduce any new operational programs or ad hoc field structures, or require the significant expenditure of association resources.

c. A first vice president who wishes to utilize a theme during his or her presidential year shall present a summary of the proposed theme for review by the Long Range Planning Committee at its August or January meeting, with the international theme then being made available to the first vice district governors on or after February 1 if ready. A proposed budget for the presidential theme shall thereafter be submitted for review by the Finance Committee and approval by the board.

H. GUIDELINES FOR FORMING COOPERATIVE ALLIANCES WITH OTHER ORGANIZATIONS

1. Cooperative Alliances shall be considered only with international or local organizations whose activities are concordant with the mission of Lions Clubs International.

2. The affiliation shall identify specific, mutually agreed upon service objectives to be achieved within a period not to exceed three years, unless extended by action of the International Board of Directors. The term of affiliation shall expire at the end of an association fiscal year.

3. Proposals for alliances of an international scope that involve more than one country, including a complete report on the service objectives and potential benefits of affiliation, shall be referred to the appropriate committee of the International Board for review. Study of the proposed alliance shall occur at the minimum of one board meeting prior to any recommended resolution being made to effect such affiliation. Lions clubs and districts are authorized to enter into an alliance so long as the alliance does not conflict with the purposes of the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and:

   a. If the alliance involves a club and/or one district (single or sub), then approval of the alliance is automatically granted to said club(s) and/or district.

   b. If the alliance involves more than one sub-district and/or one multiple district, then the alliance shall be approved by the respective multiple district council of governors.

   c. If the alliance involves more than one multiple district, then the alliance shall be approved by each respective multiple district council of governors and the related division or department of the association, or the Legal Division.

4. Once an international alliance is established, the appropriate committee, with a recommendation to continue or discontinue the relationship, shall review said international alliance at least annually at the October/November board meeting.

5. A budget shall be prepared and submitted before consideration of the international alliance, detailing projected costs, need for administrative staff and any other funding...
requirements. Budgetary projections shall be prepared by staff or in consultation with staff. If the affiliation is approved, a budget status report shall be submitted to the appropriate board committee annually at the October/November board meeting.

6. Proposed alliances shall include a descriptive plan for promoting public awareness of the relationship and its goals.

7. All alliances shall include a defined leadership role for Lions. In instances whereby an international alliance involves an official appointment, the Lions Clubs International President shall appoint annually a current or past international officer as a liaison to represent the interests of Lions Clubs International in said international alliance. That individual shall provide periodic reports on the status and progress of collaboration to the International President and to the appropriate board committee.

8. Alliance organizations shall not be permitted to solicit, contact or otherwise communicate with Lions clubs, districts or multiple districts without the express written permission of Lions Clubs International’s Board of Directors.

9. Any alliance shall promote the LCI global image and shall include appropriate recognition of LCI. (e.g., prominent use of the LCI emblem).

10. Monetary recovery of funds originally advanced by LCI may be considered when appropriate.

I. CENTENNIAL ACTION COMMITTEE

1. Committee Composition: A special committee shall be comprised of the following members who, with the approval of the International Board of Directors or the Executive Committee, shall be appointed by the International President and eligible for reappointment in subsequent years: a Past International President as Chairperson, an Honorary Chairperson, two Past District Governors (or persons who have held higher positions) from each constitutional area (14 members), plus Africa (one member), the board committee chairpersons for the Convention Committee (one member), the Public Relations Committee (one member), the Finance and Headquarters Operation Committee (one member), the Service Activities Committee (one member), and the Membership Development Committee (one person); with the Executive Officers (if not otherwise appointed above), serving as ex officio members. The International President is hereby authorized to fill any vacancies to this committee shall any occur.

2. Meetings: The Committee shall meet in person at the site of the annual International Convention and by email, conference call, teleconference or web conference, as required, or as otherwise approved by the International President. The committee shall meet in person in the autumn of every year leading up to the centennial and at the site of the international annual convention and by e-mail, conference call and web conference in between, as required, as otherwise meet in person additionally as approved by the International President.
3. Objective: To advise and assist the Board in the formulation and implementation of plans to observe Lions Clubs International’s 100th Anniversary in 2017. The committee will provide input and feedback to various committees on the International Board of Directors on the development of centennial programs ahead of them being phased-in and launched, and the Chairperson of this committee shall oversee the general theme communications on the centennial to the Centennial Action Committee and the Multiple District and District Centennial Coordinator volunteer structure.

The two Constitutional Area representatives from each area on the committee shall be known as Constitutional Area Centennial Chairperson and Vice Chairperson, accordingly. The Constitutional Area Chairpersons shall be the primary signatories in each area relative to regional communications and be the lead contacts for Lions Clubs International on regional activities related to the centennial celebration program. The Vice Chairpersons shall assist in such activities as well assist Lions Clubs International in the management of traveling displays, national advertising placement, and other operational aspects related to the centennial celebration.

The Chairperson of the Centennial Action Committee shall meet and report at least once annually to the LCI Long Range Planning Committee.

4. Requisite: The committee shall consider all aspects of the important anniversary milestone and its public relations, service activity and membership development implications, including media coverage, member motivation, historical documentation, and international participation. Anniversary planning shall encompass not only the event’s celebration, but also the association’s future prominence and influence.

5. Reporting: The Centennial Action Committee shall provide a substantive annual report to the Long Range Planning Committee at the August meeting of the Long Range Planning Committee and interim status reports at the Long Range Planning Committee meetings in January and in June.
CHAPTER IV
CLUB SUPPLIES

A. The Club Supplies and Distribution Division shall ensure that operations are generating a net profit after headquarters allocations.

B. Authorization to Bill Accounts for Club Supplies

Orders for club supplies must be approved by:

**Club:** Club President, Club Secretary or Club Treasurer or,

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

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

C. The D3DS Club Banner, D110 District Governor Banner, and D150 Club Award Banner shall be made available in the following fabric and color combinations.

1. Purple felt
   - Cord, Tassel - Gold
   - Border - Gold
   - Lettering - Maize felt (closely matches PMS 7406 Yellow in the rebranded LCI emblem)
   - LCI Emblem - D3DS & D110 - A41556 21" emblem; D150 - A43674 10.5" emblem.
   - Both emblems are the rebranded version PMS 287 Blue, PMS 7406 Yellow.

2. Blue felt
   - Cord, Tassel - Gold
   - Border - Gold
   - Lettering - Maize felt (closely matches PMS 7406 Yellow in the rebranded LCI emblem)
   - LCI Emblem - D3DS & D110 - A41556 21" emblem; D150 - A43674 10.5" emblem.
   - Both emblems are the rebranded version PMS 287 Blue, PMS 7406 Yellow.
A. OBLIGATIONS OF CHARTERED CLUBS

1. The obligations of each chartered club shall be as follows:

   a. To hold regularly scheduled meetings or events.

   b. Except as otherwise provided herein, to collect from each member minimum annual dues to cover international and district (single, sub-and multiple) dues and such other expenses as are necessary for club administration.

   c. To encourage and motivate regular participation in club activities.

   d. To conduct activities for the advancement of the civic, cultural, social or moral welfare of the community and for the promotion of international understanding.

   e. To report monthly to International Office such information as may be called for by the board of directors of the association.

   f. To report to the International Office the financial condition of the club upon request.

   g. To elect officers, annually, not later than April 15, whose terms of office shall commence on July 1 following their election.

   h. To thoroughly investigate the background of all persons proposed for membership in the community where the proposed individual resides or has a place of business or is employed.

   i. To uphold, preserve and enhance the image of The International Association of Lions Clubs.

   j. To abide by the policies and requirements as determined by the International Board of Directors.

   k. To further the Lions Clubs International Purposes and Lions Code of Ethics.

   l. To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure determined by the International Board of Directors.

B. CLASSIFICATIONS

1. Good Standing
A club in good standing is one:

a. Which is not in “status quo or financial suspension”;

b. Which operates in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;

c. Which has:

   (1) District (Single, Sub-and Multiple) dues and fees paid in full; and

   (2) No unpaid balance of International dues and fees greater than U.S.$10; and

   (3) No unpaid Lions Club International account balance greater than U.S.$50, outstanding ninety (90) days or more.

C. STATUS QUO

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

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

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

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 cannot:

      (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 or her 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 or events regularly, failure to report membership for three or more consecutive months; 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 cannot:

(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) Reporting membership via official methods.
(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 or 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.

D. 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.

E. 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.

F. 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. Reporting membership via official methods

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.

G. CLUB AWARDS

1. **Club Excellence Award**

   The club excellence award was created to recognize Clubs that reach a standard of excellence in membership growth, club management and service. Criteria is recommended by the District and Club Service Committee and approved by the International Board of Directors.

2. **Club Rebuilding Award**

   This award is given to a Lion who was instrumental in rebuilding an existing club or bringing a canceled or status quo club back to active and viable status.

   a. Is offered upon the recommendation of the governor or district governor team member, with the approval of the district governor, by submitting a completed Club Rebuilding Award Nomination Form. The award cannot be awarded to the district governor. One award may be given for each club rebuilt.

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

   c. 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 and the club achieves an active club membership of 20 within the fiscal year. The club must be in good standing for 12 months, have initiated a new service project, filed monthly membership reports for 12 consecutive months and paid the club account in full to be conferred.

   d. 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 for 12 months, have initiated a new service project, filed monthly membership reports for 12 consecutive months and paid the club account in full to be conferred.
3. **Perfect Attendance Awards**

Annual perfect attendance awards are available for purchase and can be issued to members who have attended every regularly scheduled meeting or event of their club for twelve consecutive months, making up any lost attendance in line with the attendance make-up rules as established by the club. This period may begin with any given month. The design of this award will be at the prerogative of the international president.

**H. INFORMATION STORAGE AND RETRIEVAL**

Information shall be obtained and stored on the following:

1. **Individual Membership Data** – Name, status, date joined, language, address, birth date, email, phone number and occupation or profession.

2. **Individual Club Data** – Number, name, district, location, charter approval date, region, zone, language, year-to-date adds, year-to-date drops, total members to date, size at charter, whether metropolitan, urban, suburban or rural; whether organized by a representative or by volunteer Lions; whether it meets in the morning, noon or evenings; and whether it meets weekly or semi-monthly.

**I. SPONSORSHIP OF AFFILIATE LIONESS CLUBS**

1. **Purpose:** The purpose of Lioness clubs shall be:
   a. To provide community service opportunities for individuals under the jurisdiction of the sponsoring Lions club.
   b. To cooperate with the sponsoring Lions club in carrying out its service programs and activities.
   c. To unite its members in friendship, fellowship and mutual understanding.

2. **Sponsorship:** No group or organization shall be recognized as a Lioness club unless sponsored by a Lions club. The sponsoring Lions club is responsible for organization, supervision and guidance of its affiliate Lioness club.

3. The board of directors shall and hereby does withhold official recognition of any proposed Lioness club entity other than local affiliate clubs.

4. Lioness clubs, as Lions club affiliate activities, will have the same program of comprehensive general liability insurance available at no cost as is provided to Lions clubs.
J. MERGER OF TWO OR MORE LIONS CLUBS

For the merger of two or more Lions clubs to occur the following procedure is to be completed:

1. The clubs considering a merger are to conduct a joint meeting to decide the following matters:
   a. Which one of the clubs is to be cancelled.
   b. Whether the name of the remaining club will be revised, and if so, determine an appropriate name. The revised name is to be approved by the district cabinet and the District and Club Administration Division of Lions Clubs International.
   c. Whether the officers and committees of the remaining club will complete the term of office or new officers will be elected after approval of the merger. If an election will be conducted, set the location, date and time for the election and forward the results to the district governor and international office.
   d. Adopt a resolution selecting the location, date and time for the board and general meetings or events of the remaining club after the merger is completed. Adopt a resolution for a continuation of charter date of one resolution of the clubs.

2. The general membership of each club considering a merger must adopt a resolution in support of the merger.

3. The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merge:
   a. Pay all outstanding obligations.
   b. Transfer any funds remaining in the administration and activities accounts to the appropriate accounts maintained by the remaining club.
   c. Dispose of all club property in an appropriate manner.
   d. File its closing Monthly Membership Report with the international office listing the members transferring to the remaining club.
   e. Turn its charter over to the district governor.

4. The club remaining forwards the following documents and materials to the District and Club Administration Division at the international office.
   a. A copy of the merger resolution adopted by each club.
   b. A copy of the district cabinet resolution approving the merger.
c. A Monthly Membership Report listing as transfer members the members from the merged club(s).

d. The Merger Request Form.

5. The merged club may receive a certificate of merger upon request.

6. When the name of the merged club is revised, the merged club may request that a charter be issued in the new name of the merged club.

K. CLUB NAME CHANGE

1. For a Lions club to change its name, the following information must be submitted to the District and Club Administration Division, International Headquarters:

   a. A letter of authorization from the Lions club board of directors recommending the new name.

   b. An expression of opinion letter from the district governor regarding the name change.

   c. A letter signed by an authorized officer of each of the other clubs that abut the Lions club requesting the name change consenting to the name change.

2. The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.

3. The club may request that a charter be issued in the new name.

L. GUIDING LION PROGRAM

1. The “Guiding Lion” program assists newly chartered clubs. Two experienced Lions shall be selected from the sponsoring club or district to assist and provide guidance to the new club. The guiding Lion may be selected from a Lions club other than the sponsoring club only if the appointee is the best person for the new club. The guiding Lion cannot be a member of the newly organized club nor the current district governor. This Lion is provided with a Guiding Lion Pin during the charter ceremony to recognize his or her position.

2. The Membership Development Division shall record the guiding Lions based upon the recommendations of the district governor, and the sponsoring club president as noted on the Lions Club Charter Application.

3. The guiding Lion is appointed for a two year term beginning on the charter approval date and shall not serve as a guiding Lion for more than two clubs at any point in time.
4. A training course for charter members in newly organized clubs shall be established and administered by the guiding Lion with personnel being provided by the district and sponsoring club.

5. Guiding Lions are encouraged to become certified by successfully passing the Certified Guiding Lion Course. Certified guiding Lions qualify for the Certified Guiding Lion Award upon completing the Certified Guiding Lion Course and serving successfully as Guiding Lion for two years as outlined in the Certified Guiding Lion Program Manual. The certified guiding Lion award shall be forwarded to the new club president for appropriate presentation. The District and Club Administration Division shall verify compliance with the guidelines and requirements for this award. The district governor shall be responsible for implementing the program. If a replacement of the guiding Lion becomes necessary, a successor shall be appointed under the same procedure.

6. To maintain certification, certified guiding Lions must retake the Certified Guiding Lion Course every three years.
CHAPTER VI
CODE OF ETHICS & FLAG

A. CODE OF ETHICS

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

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

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

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

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

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

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

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

B. OFFICIAL LIONS FLAG

1. The Lions International Flag shall have:

   the white background with gold fringe for indoor use and a gold border for outdoor use with the emblem in the middle stating “Lions International” in proper proportions. (EC)

2. The Lions International Flag shall be sold by the Club Supplies and Distribution Division.
NOTES ON CHAPTER VII

Since the changes do not take effect until July 1, 2016, please keep the highlighting in the Standard Form District Constitution and By-Laws, Pages 3 – 69.

The remaining pages in Chapter VII have been highlighted normally so please accept any current changes and make the new ones like normal.

The changes that were done in Budapest can be found on the following pages:
- Page 11 (related to third VP)
- Page 97
- Page 101 (related to third VP)
- Page 110 (related to third VP)

The changes that were done in Savannah can be found on the following pages:
- Page 90 (This was an old change that somehow never made it into this chapter so no highlighting this change – remove the current two charts and add in the new single chart)
- Page 73
- Page 85
- Page 93
A. CONSTITUTIONS

1. Standard Form Single and Sub District Constitution and By-Laws.

BE IT RESOLVED, That the board of directors shall and hereby does adopt the Standard Form Constitution and By-Laws, attached hereto as Exhibit A, as a recommended form for single and sub-districts.

BE IT FURTHER RESOLVED, That the board of directors shall adopt certain mandatory provisions to the Standard Form District Constitution and By-Laws that shall not be amended. [Highlighted changes take effect July 1, 2016]

2. Standard Form Club Constitution and By-Laws

BE IT RESOLVED, That the board of directors shall and hereby does adopt the Standard Form Club Constitution and By-Laws set forth in Exhibit B attached hereto as the recommended form for all Lions clubs and decrees that the same, as amended from time to time by the board, shall be and hereby is deemed to be the duly adopted constitution and by-laws of each and every Lions club which shall fail to adopt a constitution and by-laws of its own.

3. Standard Form Multiple District Constitution and By-Laws

BE IT RESOLVED, That the board of directors shall and hereby does adopt the Standard Form Multiple District Constitution and By-Laws set forth in Exhibit C attached hereto as the recommended form for all multiple districts.

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.
5. Lions International Stamp Club

Constitution, as approved November 25, 1974, attached as Exhibit D.

6. Lions International Trading Pin Club

Constitution attached as Exhibit E.

7. Lions International Numismatists Club

Constitution attached as Exhibit F.

8. Lions Clubs International Internet Club

Constitution attached as Exhibit G.
EXHIBIT A
LA-4

STANDARD DISTRICT CONSTITUTION & BY-LAWS

YELLOW SHADED AREA

Mandatory provisions pursuant to the International Constitution and By-Laws and board policy.

GREY SHADED AREA

Proposed changes.

NONE

Permissive provisions.
ARTICLE I
Name

This organization shall be known as Lions District No. ____ hereinafter referred to as “district.”

ARTICLE II
Purposes

The purposes of this district shall be:

(a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
(b) To create and foster a spirit of understanding among the peoples of the world.
(c) To promote the principles of good government and good citizenship.
(d) To take an active interest in the civic, cultural, social and moral welfare of the community.
(e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
(f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
(g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III
Membership

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International.

The boundary lines of this district shall be as follows:
ARTICLE IV – Emblem, Colors, Slogan and Motto

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows:

![Emblem Image]

Section 2. USE OF NAME AND EMBLEM. Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. COLORS. The colors of this association and of each chartered club shall be purple and gold.

Section 4. SLOGAN. Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. MOTTO. Its Motto shall be: We Serve.

ARTICLE V
Supremacy

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.
ARTICLE VI
Officers and District Cabinet

Section 1. OFFICERS. The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor’s term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district. ¹

Section 2. DISTRICT CABINET. The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor’s term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. ²

Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET. The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint or the district shall elect by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor’s term), and one zone chairperson for each zone, in the district, sergeant at arms and such other club members as may be included in the district cabinet.

Section 4. REMOVAL. Members of the District Cabinet other than the District Governor ³, First Vice District Governor and Second Vice District Governor may be removed from office for cause ⁴ by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

ARTICLE VII
District Convention

Section 1. TIME AND PLACE. An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in

¹ The officers listed in this section are the minimum officers required for a district cabinet. Should the district add additional officers, they may through amendment of this section.
² The cabinet members listed in this section are the minimum cabinet members required. Should the district add additional cabinet members, they may through amendment of this section.
³ The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.
⁴ For cause may be any reason as determined by the district cabinet in accordance with ROBERT’S RULES OF ORDER NEWLY REVISED.
Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (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 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 shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. **Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.**

Section 3. **QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 4. **SPECIAL CONVENTION.** A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

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5 There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

6 It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.

7 The district may amend this provision to allow for a past district governor to vote apart from a club delegate quota. Pursuant to Article IX Section III of the International By-Laws, “…FURTHER PROVIDED, that each district (single, sub- and multiple) may, by express provision in its respective constitution and by-laws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified”.
ARTICLE VIII
District Dispute Resolution Procedure

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 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 selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the
entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators’ decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. 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 this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, 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 one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the
dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE IX
Amendments

Section 1. AMENDING PROCEDURE. This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.
Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

**BY-LAWS**

**ARTICLE I**

Nominations and Endorsement

**ThirdSecond** Vice President and International Director Nominees

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or thirdsecond vice-president shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;

(b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

**[Highlighted changes take effect July 1, 2016]**

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district
council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. VALIDITY. No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

ARTICLE II
District Nominations, Elections and Appointments

Section 1. NOMINATING COMMITTEE. Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. DISTRICT GOVERNOR ELECTION PROCEDURES. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES. Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. BALLOT. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one

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8 Refer to the district governor nominating committee checklist (See Exhibit “D”).
9 Refer to first and second vice district governor candidate nominating checklist (See Exhibits “E” and “F”).
candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.  

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor’s Honorary Committee and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

(a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(b) Have served or will have served at the time he/she takes office as district governor:
   (i) As officer of a Lions club for a full term or major portion thereof; and
   (ii) As a member of the district cabinet for two (2) full terms or major portion thereof;
   (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising 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. 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 invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

10 Recommended ballot form for district governor, first vice district governor and second vice district governor is included herein as Exhibit “G”.

11 See Exhibit “B”
(a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(b) Have served or will have served at the time he/she takes office as first or second vice district governor:
   (i) As officer of a Lions club for a full term or major portion thereof; and
   (ii) As a member of the district cabinet for a full term or major portion thereof.
   (iii) With none of the above being accomplished concurrently.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

(a) Be an active member in good standing in his/her respective region or zone; and
(b) Have served or will have served at the time of taking office as region or 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 (2) additional years. 12

Section 8. APPOINTMENT/ELECTION OF REGION/ZONE CHAIRPERSON. The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor’s term), and one zone chairperson for each zone, in the district.

Section 9. REGION/ZONE CHAIRPERSON VACANCY. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III
Duties of District Officers/Cabinet

Section 1. DISTRICT GOVERNOR. Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:
   (a) Administer and promote membership growth and new club development.
   (b) Administer and promote leadership development at the club and district levels.
   (c) Promote the Lions Clubs International Foundation and all service activities of the association.

12 A district may change the qualifications to be more or less than what is stated here.
(d) 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.

(e) Promote harmony among the chartered Lions clubs.

(f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.

(g) Ensure that each Lions club in the district be visited by 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.

(h) 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.

(i) 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.

(j) Report to Lions Clubs International all known violations of the use of the association’s name and emblem.

(k) 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.

Section 2. FIRST VICE DISTRICT GOVERNOR. The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

a. Further the purposes of this association.

b. Perform such administrative duties assigned by the district governor.

c. Perform such other functions and acts required by the International Board of Directors.

d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.

e. 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.

f. Conduct club visitation as the representative of the district governor when requested by the district governor.

g. 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.

h. 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.

i. 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.

j. At the request of the district governor, supervise other district committees.
k. Participate in the planning of the next year including the district budget.
l. 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.

Section 3. SECOND VICE DISTRICT GOVERNOR. The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this association.
(b) Perform such administrative duties assigned by the district governor.
(c) Perform such other functions and acts required by the International Board of Directors.
(d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
(e) 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.
(f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
(g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
(h) 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.
(i) 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.
(j) 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.
(k) Work with the District Information Technology Committee and assist the committee to promote the use of the association’s web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
(l) At the request of the district governor, supervise other district committees.
(m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
(n) 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.
Section 4. **CABINET SECRETARY-TREASURER.** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;
(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
3) Make reports to the cabinet as the district governor or cabinet may require.
4) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
8) 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.

(c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
(d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. **REGION CHAIRPERSON** (if the position is utilized during the district governor’s term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

(a) Further the Purposes of this association.
(b) 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.
(e) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
(d) 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.
(e) 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.

(f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.

(g) Promote the Club Quality Initiative 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.

(h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.

(i) 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.

(j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.

(k) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson’s manual and other directives.

Section 6. ZONE CHAIRPERSON. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association.

(b) 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.

(c) 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.

(d) 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.

(e) Promote the Club Quality Initiative 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.

(f) In coordination with the District GMT Coordinator, please an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.

(g) 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.

(h) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
(i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.

(j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.

(k) 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.

(l) 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).

(m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 7. **DISTRICT GOVERNOR’S CABINET**. The district governor’s cabinet shall:

(a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.

(b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

(c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.

(d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.

(e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).

(f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor’s approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 8. **SERGEANT-AT-ARMS**. The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT’S RULES OF ORDER, NEWLY REVISED.

**ARTICLE IV**
**District Committees**

Section 1. **DISTRICT GOVERNOR’S ADVISORY COMMITTEE**. In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor’s Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.
Section 2. **DISTRICT GOVERNOR'S HONORARY COMMITTEE.** 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 sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 3. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

**ARTICLE V**

**Meetings**

Section 1. **DISTRICT CABINET MEETINGS.**

(a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.

(b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.

(c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

(d) Vote. The voting privilege shall extend to all members of the district cabinet.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL.** The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

Section 4. **REGIONS AND ZONES.**

(a) Organizational. Regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the district and the association. The district should be divided into regions of sixteen
(16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.

(b) Region Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor’s term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

(c) Zone Meetings. Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE VI
District Convention

Section 1. CONVENTION SITE SELECTION. The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.  

Section 2. OFFICIAL CALL. The district governor shall issue an official printed call by printed or electronic means to all clubs for the annual district convention not less than thirty (30) sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. SITE CHANGE. The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen by a previous district convention, provided that the convention site shall be located within the district and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than sixty (60) thirty (30) days prior to the convening date of the annual convention.

Section 4. OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.

Section 5. SERGEANT-AT-ARMS. A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

13 There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

14 Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.
Section 6. OFFICIAL REPORT. Within sixty (60) fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. CREDENTIALS COMMITTEE. The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of the appointment hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 8. ORDER OF CONVENTION BUSINESS. The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 9. DISTRICT CONVENTION COMMITTEES. The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

ARTICLE VII
CONVENTION FUND

Section 1. CONVENTION FUND TAX. In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of (insert value in national currency _________) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: (insert value in national currency__________) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency__________) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor.
Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

**ARTICLE VIII**
District Administration Fund

Section 1. **DISTRICT REVENUE.** To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of (set out value in national currency ____________) is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency ____________) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (value in national currency ____________) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor’s cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

**ARTICLE IX**
Miscellaneous

Section 1. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.
Section 3. **CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor’s cabinet and the cost of same shall be an administrative expense.

Section 4. **AUDIT OR REVIEW OF BOOKS.** The district governor’s cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer).

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6. **FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th.

Section 7. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT’S RULES OF ORDER, NEWLY REVISED.

### ARTICLE X
Amendments

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

**Section 2. AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.
EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.\(^{15}\)

DISTRICT _____ CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2.
Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District ____ Constitution and By-Laws, national custom and practice or these rules, Robert’s Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.
(a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee’s primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert’s Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of ______ between the hours of _____ and ______.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.
(a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee’s responsibility to review the qualifications of each nominated candidate within thirty (30) \(\frac{1}{2}\) days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.

\(^{15}\) These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules.
(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing, provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate’s credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club’s delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6.
Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed _____ minute(s) for each nominee.

Rule 7.
(a) Prior to the convention, the district governor shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee’s decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee’s decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee’s report.

(a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.
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, 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 good standing within 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.

(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 simple 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.

**Rule 8.** The International Board of Directors, pursuant to Article IX, Sections 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 recommended or any club member as district governor for the (remainder of the) term.
SUMMARY OF RULES

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 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.
EXHIBIT C

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 chairperson, 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.

(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 simple 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.
EXHIBIT D

Nominating Committee Checklist
District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ____________________________

Name of Candidate’s Lions Club: ____________________________

Date of Nominating Committee Meeting: ____________________________

Date of Election: ____________________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

☐ Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.

☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

☐ Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications: for the office of second vice district governor:

☐ Club President: Year Served ____________________________

☐ Club Board of Directors Two (2) Years Served ____________________________

☐ Club Board of Directors Year Served ____________________________

☐ District Cabinet (check one)

☐ Zone or Region Chairperson Year Served ____________________________

☐ Cabinet Secretary and/or Treasurer Year Served ____________________________

☐ One (1) additional year as a member of district cabinet Position held: __________________ Year Served ____________________________

☐ With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson ____________________________ Date

Nominating Committee Member ____________________________ Date

Effective March 4, 2016
EXHIBIT E

Nominating Committee Checklist
First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ____________________________

Name of Candidate’s Lions Club: ____________________________

Date of Nominating Committee Meeting: ____________________________

Date of Election: ____________________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.

☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

☐ Candidate is currently serving as the second vice district governor within this district, in or only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

☐ Club President: __________________ Year Served __________________

☐ Club Board of Directors Two (2) Years Served __________________

☐ District Cabinet (check one)

☐ Zone or Region Chairperson Year Served __________________

☐ Cabinet Secretary and/or Treasurer) Year Served __________________

☐ With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

______________________________ Date
Nominating Committee Chairperson

______________________________ Date
Nominating Committee Member
EXHIBIT F

Nominating Committee Checklist
Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ____________________________

Name of Candidate’s Lions Club: ____________________________

Date of Nominating Committee Meeting: ____________________________

Date of Election: ____________________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
☐ Club President: Year Served __________
☐ Club Board of Directors Two (2) Years Served
☐ Club Board of Directors Year Served
☐ District Cabinet (check one)
☐ Zone or Region Chairperson Year Served __________
☐ Cabinet Secretary and/or Treasurer) Year Served
☐ With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

__________________________________________ Date
Nominating Committee Chairperson

__________________________________________ Date
Nominating Committee Member
EXHIBIT G

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

Sample 1: Ballot where there are two or more than one candidates.

Instructions: Clearly indicate your vote by placing a (mark) an appropriate symbol in the box next to the name of the candidate you are casting your vote for.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Vice District Governor</td>
<td>Candidate A</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Candidate B</td>
<td></td>
</tr>
</tbody>
</table>

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing a (mark) an appropriate symbol in the box indicating a yes or a no vote for the candidate.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Governor</td>
<td>Candidate A</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Sample #3: Ballot where there are three or more than two candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions. Indicate your preference by clearly marking next to each candidate’s name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc).

16 Please note that the district should indicate the appropriate mark symbol to use such as an X, O, □ or approved stamp provided to all voters.

17 Please note that the district should indicate the appropriate mark symbol to use such as an X, O, □ or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.
Position | Name       | Preference/ Rank
---|------------|-------------------
Second Vice District Governor | Candidate A  | 4
                                | Candidate B  | 2
                                | Candidate C  | 1
                                | Candidate D  | 3

**Rules for Preferential Voting:**

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.

3. The number of ballots in each pile is then recorded for the tellers’ report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
   a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
   b. The number of ballots in each remaining pile after this distribution is again recorded.
   c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
   d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
   e. The tellers’ report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).
STANDARD DISTRICT CONSTITUTION

ARTICLE I

Name

This organization shall be known as Lions District No. _____ hereinafter referred to as “district.”

ARTICLE II

Purposes

The purposes of this district shall be:

(h) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
(i) To create and foster a spirit of understanding among the peoples of the world.
(j) To promote the principles of good government and good citizenship.
(k) To take an active interest in the civic, cultural, social and moral welfare of the community.
(l) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
(m) To provide a forum for the open discussion of all matters of public interest, provided, however, that partisan politics and sectarian religion shall not be debated by club members.
(n) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III

Membership

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International.

The boundary lines of this district shall be as follows:
ARTICLE IV — Emblem, Colors, Slogan and Motto

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows:

![Lions International Emblem]

Section 2. USE OF NAME AND EMBLEM. Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. COLORS. The colors of this association and of each chartered club shall be purple and gold.

Section 4. SLOGAN. Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. MOTTO. Its Motto shall be: We Serve.

ARTICLE V

Supremacy

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE VI

Officers and District Cabinet

Section 1. OFFICERS. The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor’s term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district.
Section 2. **DISTRICT CABINET.** The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor’s term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein.

Section 3. **ELECTION/APPOINTMENT OF DISTRICT CABINET.** The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint, by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor’s term), and one zone chairperson for each zone, in the district, sergeant at arms and such other club members as may be included in the district cabinet.

Section 4. **REMOVAL.** Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds of the entire number of the District Cabinet.

**ARTICLE VII**

**District Convention**

Section 1. **TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (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 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 shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.
Section 3. **QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 4. **SPECIAL CONVENTION.** A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

**ARTICLE VIII**
**District Dispute Resolution Procedure**

G. **Disputes Subject to Procedure**

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

H. **Complaints and Filing Fee**

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the
complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 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 selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

I. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

J. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

K. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators’ decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. 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 this procedure.
In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, 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 one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-), in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-), in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

L. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE IX
Amendments
Section 1. AMENDING PROCEDURE. This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. EFFECTIVE DATE. Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I

Nominations and Endorsement
Second Vice-President and International Director Nominees

Section 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

(c) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;

(d) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. NOMINATION. Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.
Section 3. **SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY.** No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

**ARTICLE II**

**District Nominations, Elections and Appointments**

Section 1. **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one...
nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. BALLOT. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5. DISTRICT GOVERNOR VACANCY. In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor’s Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of this booklet.)

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

(c) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(d) Have served or will have served at the time he/she takes office as district governor:
   (i) As officer of a Lions club for a full term or major portion thereof; and
   (ii) As a member of the district cabinet for two (2) full terms or major portion thereof;
   (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising 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. 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 invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office.
within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

(c) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(d) Have served or will have served at the time he/she takes office as first or second vice district governor:
   (iv) As officer of a Lions club for a full term or major portion thereof; and
   (v) As a member of the district cabinet for a full term or major portion thereof.
   (vi) With none of the above being accomplished concurrently.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

(e) Be an active member in good standing in his/her respective region or zone; and
(d) Have served or will have served at the time of taking office as region or 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 (2) additional years.

Section 8. APPOINTMENT/ELECTION OF REGION/ZONE CHAIRPERSON. The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor’s term), and one zone chairperson for each zone, in the district.

Section 9. REGION/ZONE CHAIRPERSON VACANCY. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III
Duties of District Officers/Cabinet

Section 1. DISTRICT GOVERNOR. Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

(l) Administer and promote membership growth and new club development.
(m) Administer and promote leadership development at the club and district levels.
(n) Promote the Lions Clubs International Foundation and all service activities of the association.
(o) 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.
(p) Promote harmony among the chartered Lions clubs.
(q) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
(r) Ensure that each Lions club in the district be visited by 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.
(s) 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.
(t) 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.
(u) Report to Lions Clubs International all known violations of the use of the association’s name and emblem.
(v) 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.

Section 2. FIRST VICE DISTRICT GOVERNOR. The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited to:

m. Further the purposes of this association.
n. Perform such administrative duties assigned by the district governor.
o. Perform such other functions and acts required by the International Board of Directors.
p. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
q. 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.
r. Conduct club visitation as the representative of the district governor when requested by the district governor.
s. 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.
t. 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.
u. 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.

v. At the request of the district governor, supervise other district committees.

w. Participate in the planning of the next year including the district budget.

x. 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.

Section 3. SECOND VICE DISTRICT GOVERNOR. The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited to:

(a) Further the purposes of this association.
(b) Perform such administrative duties assigned by the district governor.
(c) Perform such other functions and acts required by the International Board of Directors.
(d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
(e) 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.
(f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
(g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
(h) 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.
(i) 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.
(j) 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.
(k) Work with the District Information Technology Committee and assist the committee to promote the use of the association’s web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
(l) At the request of the district governor, supervise other district committees.
(m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
(n) 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 office as the acting district governor.
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.

Section 4. CABINET SECRETARY-TREASURER. He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

(e) Further the Purposes of this association;

(f) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
3) Make reports to the cabinet as the district governor or cabinet may require.
4) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
8) 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.

(g) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

(h) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. REGION CHAIRPERSON (if the position is utilized during the district governor’s term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

(l) Further the Purposes of this association.
(m) 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.
(n) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
(o) 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.

(p) 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.

(q) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.

(r) 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.

(s) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.

(t) 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.

(u) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.

(v) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson’s manual and other directives.

Section 6. ZONE CHAIRPERSON. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

(n) Further the Purposes of this association.

(o) 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.

(p) 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.

(q) 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.

(r) 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.

(s) In coordination with the District GMT Coordinator, please an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
(t) 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.

(u) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.

(v) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.

(w) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.

(x) 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.

(y) 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).

(z) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 7. DISTRICT GOVERNOR’S CABINET. The district governor’s cabinet shall:

(g) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.

(h) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

(i) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.

(j) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.

(k) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).

(l) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor’s approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 8. SERGEANT-AT-ARMS. The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT’S RULES OF ORDER, NEWLY REVISED.

ARTICLE IV
District Committees

Section 1. DISTRICT GOVERNOR’S ADVISORY COMMITTEE. In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor’s Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting
approximately thirty days prior to the multiple district convention. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism, and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

Section 2. **DISTRICT GOVERNOR’S HONORARY COMMITTEE.** 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 sub district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 3. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

**ARTICLE V**

**Meetings**

Section 1. **DISTRICT CABINET MEETINGS:**

(a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.

(b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.

(c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

(d) Vote. The voting privilege shall extend to all members of the district cabinet.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL.** The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.
Section 4. REGIONS AND ZONES.

(d) Organizational. Regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the district and the association. The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each regions should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.

(e) Region Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor’s term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

(f) Zone Meetings. Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE VI
District Convention

Section 1. CONVENTION SITE SELECTION. The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 2. OFFICIAL CALL. The district governor shall issue an official printed call for the annual district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. SITE CHANGE. The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site chosen by a previous district convention, provided that the convention site shall be located within the district, and neither the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than sixty (60) days prior to the convening date of the annual convention.

Section 4. OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.

Section 5. SERGEANT-AT-ARMS. A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.
Section 6. **OFFICIAL REPORT.** Within sixty (60) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 8. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 9. **DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

**ARTICLE VII**

**CONVENTION FUND**

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of (insert value in national currency__________) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: (insert value in national currency__________) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency__________) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said...
convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. FEE COLLECTION. Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

ARTICLE VIII
District Administration Fund

Section 1. DISTRICT REVENUE. To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of (set out value in national currency ____________) is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency ____________) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (value in national currency ____________) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor’s cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. REMAINING FUNDS. In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

ARTICLE IX
Miscellaneous

Section 1. DISTRICT GOVERNOR EXPENSES—INTERNATIONAL CONVENTION. Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. FINANCIAL OBLIGATIONS. The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.
Section 3. **CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor’s cabinet and the cost of same shall be an administrative expense.

Section 4. **AUDIT OR REVIEW OF BOOKS.** The district governor’s cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer).

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary-treasurer (or secretary-treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6. **FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th.

Section 7. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT’S RULES OF ORDER, NEWLY REVISED.

**ARTICLE X**

**Amendments**

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.
EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT _____ CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2. Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District _____ Constitution and By-Laws, national custom and practice or these rules, Robert’s Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.
(d) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee’s primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert’s Rules of Order, Newly Revised.
(e) The registration and certification of delegates shall occur on the day(s) of ______ between the hours of _____ and ______.
(f) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.
(c) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee’s responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.
(d) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.
(c) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.
(d) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting
his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Rule 6.** Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed ______ minute(s) for each nominee.

**Rule 7.**

(d) Prior to the convention, the district governor shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee’s decision making.

(e) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee’s decision shall be final and binding.

(f) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee’s report.

**Rule 8.** Voting.

(f) Voting will take place at a predetermined location and time.

(g) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(h) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(i) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

(k) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.
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, 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 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.

   (e) Voting will occur immediately after the close of nominations.
   (f) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.
   (g) 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.
   (h) 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 simple 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.

**Rule 8.** The International Board of Directors, pursuant to Article IX, Sections 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) term.
SUMMARY OF RULES

SPECIAL MEETING TO RECOMMEND
A LION FOR APPOINTMENT
AS DISTRICT GOVERNOR

8. The international office has advised the district to convene a special meeting to recommend a
member for appointment as district governor.

9. 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.

10. The chairperson maintains an attendance roster at the meeting.

11. 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.

12. Voting begins immediately after nominations close. Voting is by written ballot unless a
majority of attendees select another voting method.

13. A 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.

14. The chairperson forwards the meeting results at the conclusion of the meeting.
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.

(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 simple 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.
EXHIBIT D

Nominating Committee Checklist
District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ____________________________

Name of Candidate’s Lions Club: ____________________________

Date of Nominating Committee Meeting: ____________________________

Date of Election: ____________________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

☐ Lions Club in Good Standing*
☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
☐ Candidate is currently serving as the first vice district governor within this district, or only in the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications for the office of second vice district governor:

☐ Club President: __________ Year Served __________________
☐ Club Board of Directors __________ Year Served __________________
☐ Club Board of Directors __________ Year Served __________________
☐ District Cabinet (check one) __________ Year Served __________________
☐ Zone or Region Chairperson __________ Year Served __________________
☐ Cabinet Secretary and/or Treasurer) __________ Year Served __________________
☐ One (1) additional year as a member of district cabinet __________ Year Served __________________

☐ Position held: __________ Year Served __________________

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

__________________________________________ Date
Nominating Committee Chairperson

__________________________________________ Date
Nominating Committee Member
EXHIBIT E

Nominating Committee Checklist
First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ____________________________

Name of Candidate's Lions Club: ____________________________

Date of Nominating Committee Meeting: ____________________________

Date of Election: ____________________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

☐ Lions Club in Good Standing*
☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
☐ Candidate is currently serving as the second vice district governor within this district, or only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor.

☐ Club President: ____________________________ Year Served ______________
☐ Club Board of Directors: ____________________________ Year Served ______________
☐ Club Board of Directors: ____________________________ Year Served ______________
☐ District Cabinet (check one)
☐ Zone or Region Chairperson: ____________________________ Year Served ______________
☐ Cabinet Secretary and/or Treasurer: ____________________________ Year Served ______________

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

__________________________________________
Nominating Committee Chairperson Date

__________________________________________
Nominating Committee Member Date
EXHIBIT F

Nominating Committee Checklist
Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: ________________________________

Name of Candidate’s Lions Club: _______________________

Date of Nominating Committee Meeting: _______________________

Date of Election: _______________________

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Lions Club in Good Standing*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: ____________________ Year Served __________
- Club Board of Directors: ____________________ Year Served __________
- District Cabinet (check one)
  - Zone or Region Chairperson: ____________________ Year Served __________
  - Cabinet Secretary and/or Treasurer: ____________________ Year Served __________

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

__________________________________________ Date

Nominating Committee Chairperson

______________________________ Date

Nominating Committee Member
EXHIBIT G:

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

Sample 1: Ballot where there is more than one candidate.

Instructions: Clearly indicate your vote by placing a (mark) \(^{18}\) in the box next to the name of the candidate you are casting your vote for.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Vice District Governor</td>
<td>Candidate A</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Candidate B</td>
<td></td>
</tr>
</tbody>
</table>

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing a (mark) \(^{19}\) in the box indicating a yes or a no vote for the candidate.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Governor</td>
<td>Candidate A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Sample #3: Ballot where there are more than two candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions: Indicate your preference by clearly marking next to each candidate’s name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2—next preference, etc).

---

\(^{1}\) Please note that the district should indicate the appropriate mark to use such as an X, O, ✓ or approved stamp provided to all voters.

\(^{2}\) Please note that the district should indicate the appropriate mark to use such as an X, O, ✓ or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

Effective March 4, 2016
## Rules for Preferential Voting

8. On the preferential ballot—for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.

9. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences—one pile for each candidate.

10. The number of ballots in each pile is then recorded for the tellers’ report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

11. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:

   a. The ballots in the thinnest pile—that is, those containing the name designated as first choice by the fewest number of voters—are redistributed into the other piles according to the names marked as second choice on these ballots.

   b. The number of ballots in each remaining pile after this distribution is again recorded.

   c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.

   d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated—by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated—until one pile contains more than half of the ballots, the result being thereby determined.

   e. The tellers’ report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
12. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

13. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

14. In the event of a tie in the winning position—which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles—the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).
EXHIBIT B

LA-2

Constitution and By-Laws

The Lions Club of _____________________

Chartered by and under the jurisdiction of

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

This standard form is recommended for adoption by the Lions club as its official local club Constitution and By-Laws.

Immediately upon adoption by the club, a permanent copy of this Constitution and By-Laws is to be filed by the secretary in his/her record book.

This Standard Form Club Constitution and By-Laws, and all amendments thereto, shall be in full force and effect and govern the operation of any Lions club that has not adopted its own Constitution and By-Laws.

The International 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.

STANDARD CLUB CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the Lions Club of ________________, chartered by, and under the jurisdiction of the International Association of Lions Clubs.

ARTICLE II

Purpose

The purposes of this club shall be:

(a) To create and foster a spirit of understanding among the peoples of the world.
(b) To promote the principles of good government and good citizenship.
(c) To take an active interest in the civic, cultural, social and moral welfare of the community.
(d) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
(e) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

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

ARTICLE III
Membership

Section 1. ELIGIBILITY FOR CLUB MEMBERSHIP. Subject to the provisions of Article I of the by-laws, any person of legal majority and good moral character and good reputation in his/her community, may be granted membership in this Lions club. Wherever the male gender or pronoun presently appear in this constitution and by-laws, it shall be interpreted to mean both male and female persons.

Section 2. MEMBERSHIP BY INVITATION. Membership in this Lions club shall be acquired by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairperson or the club secretary, who, after investigation by the membership committee, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club. A properly filled out membership form duly signed, as well as, the entrance fee and dues must be in the hands of the secretary before the member is reported to and officially recognized by the association as a Lion member.

Section 3. FORFEITURE OF MEMBERSHIP. Any member may be expelled from the club for cause by a two-thirds vote of the entire board of directors. Upon removal from this club, any and all right to use the name “LIONS,” the emblem and other insignia of this club and this association shall be forfeited. This club shall remove members whose conduct has been deemed a violation of the International Constitution and By-Laws and Board Policy and unbecoming a Lion by the International Office or otherwise face charter cancellation.

ARTICLE IV
Emblem, Colors, Slogan and Motto

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows:
Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

**ARTICLE V**

**Supremacy**

The Standard Form Club Constitution and By-Laws shall govern the club unless otherwise amended so as not to conflict with the district (single, sub- or multiple) and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the district (single, sub- and multiple) constitution and by-laws, the respective district constitution and by-laws shall govern. In addition, whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the international constitution and by-laws or board policy, the international constitution and by-laws and board policy shall govern.

**ARTICLE VI**

**Club Size**

A Lions club should strive to maintain 20 members; the numerical minimum membership required to receive a charter.

**ARTICLE VII**

**Officers**

Section 1. **OFFICERS.** The officers of this club shall be a president, immediate past president, the vice president(s), secretary, treasurer, Lion tamer (optional), tail twister (optional), membership chairperson and all other elected directors.

Section 2. **REMOVAL.** Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the entire club membership.

**ARTICLE VIII**

**Board of Directors**

Section 1. **MEMBERS.** The members of the board of directors shall be the president, immediate past president, the vice president(s), secretary, treasurer, Lion tamer (optional), tail twister
(optional), membership chairperson, club LCIF coordinator, branch president, if so designated, and all other elected directors.

Section 2. QUORUM. The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the act of a majority of the directors present at any meeting of the board shall be the act and decision of the entire board of directors.

Section 3. DUTIES AND POWERS. In addition to those duties and powers, express and implied, set forth elsewhere in this constitution and by-laws, the board of directors shall have the following duties and powers:

(a) It shall constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
(b) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursal of club funds for purposes inconsistent with the business and policy authorized by the club membership.
(c) It shall have power to modify, override or rescind the action of any officer of this club.
(d) It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
(e) It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this club.
(f) It shall appoint the surety for the bonding of any officer of this club.
(g) It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
(h) It shall submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
(i) It shall maintain at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

ARTICLE IX
Delegates to International and District Conventions

Section 1. DELEGATE ENTITLEMENT INTERNATIONAL CONVENTION. Inasmuch as Lions Clubs International is governed by Lions clubs in convention assembled, and in order that this club may have its voice in association matters, this club shall have power to pay the necessary expenses of its delegates to each annual convention of the association. This club shall be entitled in any convention of this association, to one (1) delegate and one (1) alternate for every twenty-five (25), or major fraction thereof, of its members as shown by the records of the

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international office on the first day of the month last preceding that month during which the
convention is held, provided, however, that this club shall be entitled to at least one (1) delegate
and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more
members.

Section 2. **DELEGATE ENTITLEMENT DISTRICT/ MULTIPLE DISTRICT
CONVENTION.** Inasmuch as all district matters are presented and adopted at the district
(single, sub- and multiple) conventions, this club shall be entitled to send its full quota of
deleates to all such conventions and have power to pay the necessary expenses of such
delegates attending such conventions. This club shall be entitled in each annual convention of its
district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10)
members who have been enrolled for at least one year and a day in this club, or major fraction
thereof, of this 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, provided, however, that
this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate
present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled
by, and one (1) vote of his/her choice on each question submitted to, the respective convention.
The major fraction referred to in this section shall be five (5) or more members.

Section 3. **SELECTION OF CLUB DELEGATE(S) AND ALTERNATE(S).** The Board of
Directors or its designated committee shall name and appoint, subject to approval of the club
membership, the delegates and alternates of this club to district (single, sub- or multiple) and
international conventions. Eligible delegates must be members in good standing in the club and
entitled to vote in accordance with the rights and privileges chart set forth in Exhibit A of this
Constitution and By-Laws.

**ARTICLE X**

**Club Dispute Resolution Procedure**

Section 1. **DISPUTES SUBJECT TO PROCEDURE.**

All disputes arising between any member or members, or a former member or members, and the
club, or any officer on the board of the club, relative to membership, or the interpretation, breach
of, or application of the club’s constitution and by-laws, or the expulsion of any member from
the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily
resolved through other means, shall be settled by dispute resolution. Except as otherwise
provided herein, any time limits specified in this procedure may be shortened or extended by the
district governor, conciliator or the International Board of Directors (or its designee) upon a
showing of good cause. All parties to any dispute subject to this procedure shall not pursue
administrative or judicial actions during this dispute resolution process.

Section 2. **REQUEST FOR DISPUTE RESOLUTION AND FILING FEE.**

Any party to the dispute may file a written request with the district governor (a “complaint”)
asking that dispute resolution take place. All requests for dispute resolution must be filed with
the district governor within thirty (30) days after the member knew or should have known of the
occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US$50.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-), which shall be submitted to the district governor at the time the complaint is filed. Each district (single or sub-) may determine whether a higher filing fee will be charged for filing a complaint under this procedure. Any such higher filing fee must be approved by majority vote of the district cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed US$250.00, or its equivalent in the respective national currency, payable to the district (single or sub-). The entire filing fee will be retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the district cabinet. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

Section 3. RESPONSE TO COMPLAINT

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 4. CONFIDENTIALITY

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliator should be kept confidential to the extent possible.

Section 5. SELECTION OF CONCILIATOR.

Within fifteen (15) days of receipt of the complaint, the district governor shall appoint a neutral conciliator to hear the dispute. The conciliator shall be a past district governor 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, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The district governor shall notify the parties, in writing, of the name of the 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 ten (10) days of receiving the district governor’s notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the district governor team determines by a majority decision, in their sole discretion, that the party’s written objection 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, in writing, to all parties. The district governor team’s decision and appointment shall be determined within fifteen (15) days of receiving any party’s written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. The time limits in this Section 5 may not be shortened or extended by the district governor or the district governor team.

If the district governor does not appoint a conciliator to hear the dispute within fifteen (15) days of receipt of the complaint, the Legal Division will appoint a conciliator to hear the dispute. The conciliator shall be a past district governor 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, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The Legal Division shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the Legal Division within ten (10) days of receiving the Legal Division’s notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the Legal Division determines, in their sole discretion, that the party’s written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the Legal Division shall appoint a substitute conciliator as provided above. Otherwise, the Legal Division shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator selected by the Legal Division, in writing, to all parties. The Legal Division’s decision and appointment shall be determined within fifteen (15) days of receiving any party’s written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

Section 6. CONCILIATION MEETING & DECISION OF CONCILIATOR.

Upon being appointed, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. The objective of the conciliator shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute. The conciliator shall issue the decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. A copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliator must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.

Failure to comply with the final and binding decision of the conciliator constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.
ARTICLE XI
Branch Club Program

Section 1. **BRANCH FORMATION.** 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 meet as a subsidiary of the parent club and shall conduct service activities in its community.

Section 2. **MEMBERSHIP IN PARENT CLUB.** The members of the branch shall be granted membership in the parent club. Membership shall be in one of the categories listed in Article I of the By-Laws.

Section 3. **FUNDRAISING.** Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be distributed in the branch community unless otherwise specified. The board of directors of the club branch may authorize the parent club treasurer to countersign checks.

Section 4. **DESIGNATED BRANCH CLUB FUNDS.** In the event of dissolution of the branch club, any remaining branch club designated funds shall be returned to the parent club. In the event the branch club is converted into a newly chartered club, any remaining funds designated as branch club funds shall be transferred to the newly chartered club.

Section 5. **DISSOLUTION.** The branch may be disbanded by a majority vote of the entire club membership of the parent club.

ARTICLE XII
Club Funds

Section 1. **PUBLIC (ACTIVITY) FUNDS.** All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use.

Section 2. **ADMINISTRATIVE FUNDS.** Administrative funds are supported through contributions from members through dues, fines and other individual contributions.

ARTICLE XIII
Amendments

Section 1. **AMENDING PROCEDURE.** This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided that the board has previously considered the merits of the amendments.
Section 2. **NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

**BY-LAWS**

**ARTICLE I**

**Membership**

Section 1. **MEMBERSHIP CATEGORIES.**

(a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise 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 obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof. As provided in the Student Member Program criteria, qualifying student, former Leo and young adult members shall be Active Members and be entitled to all rights and privileges thereof. This membership category shall be included in the club delegate formula calculation.

(b) **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. This 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. This membership category shall be included in the club delegate formula calculation.

(c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or 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. This membership category shall not be included in the club delegate formula calculation.

(d) **PRIVILEGED:** A member of this club who has been a Lion fifteen 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. This membership category shall be included in the club delegate formula calculation.

(e) **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$650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and
3. approval by the International Board of Directors.

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. This membership category shall be included in the club delegate formula calculation.

(f) **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 Membership and Activities 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 the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

(g) **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, 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. This membership category shall be included in the club delegate formula calculation.

Section 2. GOOD STANDING. Any member who fails to pay any indebtedness due this club within thirty (30) days after receipt of written notice from the secretary shall forfeit his/her good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this club.

Section 3. DUAL MEMBERSHIP. No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

Section 4. RESIGNATIONS. Any member may resign from this club, and said resignation shall become effective upon acceptance by the board of directors. The board may withhold acceptance, however, until all indebtedness has been paid and/or all club funds and property have been returned. All right to the use of the name “LIONS,” the emblem and other insignia of this club and the association cease when membership is terminated.

Section 5. REINSTATEMENT OF MEMBERSHIP. Any member dropped from membership in good standing may be reinstated by the club’s board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.

Section 6. TRANSFER MEMBERSHIP. This club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions club, provided that a member is in good standing at the time of transfer requested. If more than twelve (12) months have elapsed between termination of his/her membership in another club and submittal of completed transfer member form or current membership card, he/she may acquire membership in this club only under the provisions of Article III, Section 2 of the Constitution. Members that wish to transfer from this club to another club must submit a transfer form to be completed by the Secretary. The Secretary is obligated to complete transfer form without delay unless the board of directors is withholding acceptance of the member’s resignation and transfer due to the member’s financial indebtedness to the club and/or failure to return any club funds or property.

Section 7. FAILURE TO PAY. The secretary shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club within 60 days after receipt from the
secretary of written notice. The board shall thereafter decide whether the member shall be
dropped from or retained on the roster.

Section 8. ATTENDANCE AND PARTICIPATION. The club shall encourage regular
participation in club meetings and activities.

ARTICLE II
Elections and Filling Vacancies

The officers of this club, excluding the immediate past president, shall be elected as follows:

Section 1. ANNUAL ELECTION. Subject to the provisions of Sections 7 and 8 of this Article,
all officers, other than directors, shall be elected annually and shall take office on July 1st, and
shall hold office for one year from that date, or until their successors shall have been elected and
qualified. The Secretary shall promptly report the newly elected officers to the International
Office within 15 days of the election.

Section 2. DIRECTORS ELECTION. One-half of the directors shall be elected annually and
shall take office on the July 1st next following their election, and shall hold office for two (2)
years from that time, or until their successors shall have been elected and qualified, with the
exception that at the first election held after the adoption of this constitution and by-laws, one-
half of the directors shall be elected for two year terms and the other one-half of the directors
shall be elected for one year terms.

Section 3. ELIGIBILITY FOR OFFICE. No person shall be eligible to hold office in this club
unless he/she is an active member in good standing.

Section 4. NOMINATION MEETING. A nomination meeting shall be held in March of each
year or as determined by the board of directors, with the date and place of such meeting to be
determined by the board of directors. Notice of the meeting shall be published by regular post or
electronic means or by personal delivery to each member of this club at least fourteen (14)
calendar days prior to the date of the meeting.

Section 5. NOMINATING COMMITTEE. The president shall appoint a nominating
committee which shall submit the names of candidates for the various club offices to the club at
the nomination meeting. At this meeting, nominations for all offices to be filled in the
succeeding year may also be made from the floor.

Section 6. ELECTION COMMITTEE. An election meeting shall be held in April or as
determined by the board of directors, at a time and place determined by the board of directors.
Notice of the election meeting shall be published by regular post or electronic means or by
personal delivery to each member of the club at least fourteen (14) calendar days prior the date
of the meeting. Such notice shall include the names of all nominees approved at the preceding
nomination meeting, and, subject to Section 3 above, a statement that these nominees will be
voted upon at this election meeting. No nominations may be made from the floor at the election
meeting.
Section 7. **BALLOT.** The election shall be conducted by a secret written ballot by those present and qualified to vote.

Section 8. **VOTES REQUIRED.** The officer candidate is required to secure a majority of the votes cast by the club members present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 9. **NOMINEE UNABLE TO SERVE.** If in the interim between the nomination meeting and the election meeting any nominee is unable for any reason to serve in the office to which he/she was nominated and for which office there was no other nominee, the nominating committee shall submit, at the election meeting, names of additional nominees for that office.

Section 10. **VACANCY.** If the office of president or of any vice president shall become vacant for any reason, the vice presidents shall advance in office, according to their rank. In the event such provision for advancement shall fail to fill the office of president, or any office of vice president, the board of directors shall thereon call a special election, giving each member in good standing prior fourteen (14) calendar days notice of the time and place, which time and place shall be determined by said board, and such office shall be filled at said election meeting.

In the event of a vacancy in any other office, the board of directors shall appoint a member to fill the unexpired term.

In the event vacancies shall be of such number as to reduce the number of directors to less than the number required for a quorum, the membership of the club shall have power to fill such vacancies by an election held at any regular meeting of the club upon prior notice, and in the manner, specified in Section 11 hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member.

Section 11. **REPLACEMENT OF OFFICERS-ELECT.** In the event any officer-elect, before his/her term of office commences, is unable or refuses for any reason to serve therein, the president may call a special nomination and election meeting to elect a replacement for such officer elect. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place shall be given to each member, by mail or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.
ARTICLE III  
Duties of Officers

Section 1. **PRESIDENT**. He/she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular meetings and special meetings of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairpersons to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of, the district governor’s advisory committee of the zone in which this club is located.

Section 2. **IMMEDIATE PAST PRESIDENT**. He/she and the other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

Section 3. **VICE PRESIDENT(S)**. If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president. Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

Section 4. **SECRETARY**. He/she shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single, sub- and multiple) in which this club is located, and the association. In fulfillment of this, he/she shall:

(a) Submit regular monthly and other reports to the international office of the association containing such information as may be called for by the board of directors of this association.

(b) Submit to the district governor’s cabinet such reports as it may require including copies of regular membership and activities reports.

(c) Cooperate with and be an active member of the district governor’s advisory committee of the zone in which the club is located.

(d) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts.

(e) Arrange for issuance, in cooperation with the treasurer, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt.

(f) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

(g) Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the club to his/her successor in office.

Section 5. **TREASURER**. He/she shall:
(a) Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.
(b) Pay out monies in payment of club obligations only on authority given by the board of directors.
(c) Have custody and keep and maintain general records of club receipts and disbursements.
(d) Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.
(e) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.
(f) Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the club to his/her successor in office.

Section 6. **MEMBERSHIP CHAIRPERSON.** The membership chairperson shall be the chairperson of the membership committee and serve on the club’s board of directors. The responsibilities for this position shall be:

(a) Create a plan for club membership growth. Present the plan to the club’s board of directors for approval and support.
(b) Understand the different membership types and programs offered by LCI.
(c) Create a plan for membership satisfaction and present it to the club’s board of directors for approval and support.
(d) Understand and incorporate membership satisfaction programs into membership growth initiatives.
(e) Encourage the recruitment of new members and promote award programs to the club members.
(f) Form a membership committee and work with it throughout the term.
(g) Ensure new members receive New Member Orientation and participate in the Lions Mentoring Program.
(h) Serve as a member of the zone level membership committee.
(i) Submit Membership Chairperson Recruiting Reports and the Club Membership Satisfaction Report to club officers once per month.
(j) Coordinate with other club committees to fulfill position responsibilities.
(k) Assist club officers in organizing a Club Quality Initiative workshop to examine your community’s needs, assess your current membership satisfaction and develop action plans.
(l) Conduct exit surveys with members who leave the club.

Section 7. **LION TAMER** (Optional). The Lion tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books and button board. He/she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He/she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. He/she shall give special attention to assure that each new member sits with a different group at each meeting so that he/she can become better acquainted.
Section 8. TAIL TWISTER (Optional). He/she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his/her decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the board of directors of this club, and no member shall be fined more than twice at any one meeting. The tail twister (optional) may not be fined except by the unanimous vote of all members present. All monies collected by the tail twister (optional) shall be immediately turned over to the treasurer and a receipt be given.

ARTICLE IV
Committees

Section 1. STANDING COMMITTEES. The following standing committees may be appointed by the club president, except for the membership chairperson, who is elected. Additional committees may be established as determined by the club’s Board of Directors.

(a) Administrative Committees:
   Constitution and By-Laws
   Finance
   Information Technology
   Lions Information
   Membership
   Program
   Public Relations and Communications
   Greeter
   Leadership Development
   Lions Clubs International Foundation

(b) Activities Committees:
   Community Services
   Disaster Preparedness & Relief
   Environmental Services
   Diabetes Awareness & Action
   Hearing Preservation, Awareness & Action
   Sight Preservation, Awareness & Action
   International Relations
   Lions Opportunities for Youth
   Lions Services for Children

Section 2. MEMBERSHIP COMMITTEE. A membership committee shall be composed of the membership chairperson and may be structured in a way to best fit the club. The membership committee should include last year’s membership chairperson, vice membership chairperson and any club members interested in new member recruitment and/or member satisfaction.
Section 3. **SPECIAL COMMITTEES.** From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in his/her judgment or the judgment of the board of directors.

Section 4. **PRESIDENT EX-OFFICIO.** The president shall be an ex-officio member of all committees.

Section 5. **COMPOSITION.** All committees shall consist of a chairperson, and subject to Section 2 above, as many members as shall be considered necessary by the president.

Section 6. **COMMITTEE REPORTING.** Each committee, through its chairperson, should be encouraged as necessary to report, either verbally or in writing, each month to the board of directors.

**ARTICLE V**

**Meetings**

Section 1. **BOARD OF DIRECTORS REGULAR MEETINGS.** Regular meetings of the board of directors shall be held at such times and places as the board shall determine. (It is recommended that the board of directors meet at least once each month.)

Section 2. **BOARD OF DIRECTORS SPECIAL MEETINGS.** Special meetings of the board of directors shall be held when called by the president, or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

Section 3. **REGULAR CLUB MEETINGS/EVENTS.** Regular meetings of this club shall be held at times and places recommended by the board of directors, and approved by the club. Except as otherwise specifically provided in this constitution and by-laws, notice of regular meetings shall be given in such manner as the board of directors deems proper to effectively communicate the meeting and/or event to all club members and encourage involvement. Regular club meetings may be replaced by service projects or other events as determined by the club members. (It is recommended that the club host a meeting, event or service activity at least once a month.)

Section 4. **SPECIAL CLUB MEETINGS.** Special meetings of the club may be called by the president, in his/her discretion, and shall be called by the president when requested by the board of directors, at a time and place determined by the person or body requesting the same. Notice of special meetings setting forth the purpose, time and place shall be published to each member of this club, by regular post, electronic means or personal delivery, at least ten (10) days prior to the date thereof.

Section 5. **ANNUAL MEETING.** An annual meeting of this club shall be held in conjunction with the close of each Lions’ year at a time and place determined by the board of directors, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.
Section 6. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of this club and/or board of directors may be held through the use of alternative meeting formats, such as teleconference and/or web conference upon initiation of the President or by any three (3) members of the board of directors.

Section 7. **CHARTER ANNIVERSARY.** A charter night anniversary meeting of this club may be held each year, at which time special attention shall be devoted to the purposes and ethics of Lionism, and the history of this club.

Section 8. **QUORUM.** The presence in person of a majority of the members in good standing shall be necessary for a quorum at any meeting of this club. Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire club.

Section 9. **BUSINESS TRANSACTED BY MAIL.** This club may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the club. Such action may be initiated by the president or any three (3) members of said board.

**ARTICLE VI**

**Fees and Dues**

**AS APPROVED BY THE CLUB MEMBERS AT AN ANNUAL MEETING**

Section 1. **ENTRANCE FEE.** Each new, reinstated and transfer member shall pay an entrance fee of $_______ which fee shall include the current association entrance fee and be collected before such member is enrolled as a member of this club and before the secretary may report such member to Lions Clubs International; provided, however, that the board of directors may elect to waive all or any part of the club portion of said entrance fee as to any member granted membership by transfer or reinstatement within twelve (12) months of termination of his/her prior Lions club membership.

Section 2. **ANNUAL DUES.** Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub- and multiple) dues (to defray the subscription price of LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors shall determine:

- Active $_______
- Member-at-Large $_______
- Honorary $_______
- Privileged $_______
- Life $_______
- Associate $_______
- Affiliate $_______
The treasurer of this club shall remit international and district (single or sub- and multiple) dues to the parties, and at the times, specified in the respective international and district (single or multiple) constitution and by-laws.

**ARTICLE VII**

**Branch Club Administration**

Section 1. **BRANCH CLUB OFFICERS.** The members comprising the branch shall elect a branch president, secretary and treasurer. These three individuals, along with the branch liaison constitute the executive committee of the branch. The branch members shall elect a president who shall serve on the parent club’s board of directors and be encouraged to attend general and/or board meetings and activities of the parent club to provide branch records and a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and parent club. Members of the branch are encouraged to attend scheduled meetings and activities of the parent club.

Section 2. **LIAISON.** The parent club shall designate a member of the parent club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the fourth officer of the branch.

Section 3. **VOTING ENTITLEMENT.** The members of the branch may vote on activities of the branch and are voting members of the parent club, when in attendance at meetings of the parent club. Branch members shall be calculated in parent club meeting quorum requirements only when present in person at the parent club meeting.

Section 4. **FEES AND DUES.** Each new, reinstated and transfer club branch member shall pay an entrance fee of $_______ which fee shall include the current association entrance fee. Club branches may charge an entrance fee separate from that of the parent club and branch members are not required to pay the parent club entrance fee.

Each member of the branch shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub- and multiple) dues (to defray the subscription price of LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors of the parent club shall determine:

- **Active $ ______**
- **Member-at-Large $ ______**
- **Honorary $ ______**
- **Privileged $ ______**
- **Life $ ______**
- **Associate $ ______**
- **Affiliate $ ______**

The treasurer of the branch shall remit international and district (single or sub- and multiple) dues to the parent club treasurer, and at the times, specified in the respective international and
district (single or multiple) constitution and by-laws. Club branches are not required to pay club dues to the parent club.

ARTICLE VIII
Miscellaneous

Section 1. FISCAL YEAR. The fiscal year of this club shall be July 1 through June 30.

Section 2. PARLIAMENTARY PRACTICES. Except as otherwise specifically provided in this constitution and by-laws, all questions of order or procedure with respect to any meeting or action of this club, its board of directors or any committee appointed hereunder shall be determined in accordance with ROBERT’S RULES OF ORDER, NEWLY REVISED, as revised from time to time.

Section 3. PARTISAN POLITICS/RELIGION. This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings of this club.

Section 4. PERSONAL BENEFIT. Except to further his/her progress in Lionism, no officer or member of this club shall use his/her membership as a means of furthering any personal, political, or other aspiration, nor shall the club, as a whole, take part in any movement not in keeping with its purposes and objects.

Section 5. COMPENSATION. No officer shall receive any compensation for any service rendered to this club in his/her official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.

Section 6. SOLICITATION OF FUNDS. No funds shall be solicited from the club during meetings by any individual or individuals who are not members of the club. Any suggestion or proposition made at any meeting of this club calling for the expenditure of money for other than the regular obligations shall be referred to the appropriate committee or to the board of directors for further review.

ARTICLE IX
Amendments

Section 1. AMENDING PROCEDURE. These by-laws may be altered, amended or repealed at any regular or special meeting of this club at which a quorum is present, by the vote of a majority of the members present in person and voting.

Section 2. NOTICE. No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.
## EXHIBIT A
### MEMBERSHIP CATEGORY CHART

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<th>Category</th>
<th>Active</th>
<th>Affiliate</th>
<th>Associate</th>
<th>Honorary</th>
<th>Life</th>
<th>Member at Large</th>
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<td>Delegated at District or Int'l Convention</td>
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<td>NO</td>
<td>NO</td>
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<td>NO</td>
<td>NO</td>
<td>YES</td>
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<td>YES</td>
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<tr>
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<td>NO</td>
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<tr>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Participation in Club Activities</td>
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<td>YES</td>
<td>YES</td>
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</tbody>
</table>

**Effective March 4, 2016**

Chapter VII

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MEMBER CATEGORY LIMITS

Honorary Members – Not to exceed 5% of total actual membership; any fraction shall permit one additional honorary member.

Affiliate Members – Not to exceed 25% of total actual membership.
EXHIBIT B

SAMPLE BALLOT FORM
For Election of President: Indicate your vote by checking the box of the candidate of your choice.

- John Smith

- Sally Jones

- __________________________
EXHIBIT C
STANDARD LIONS CLUB

ORGANIZATION PLAN

Officers and Directors
(Board of Directors)

President
Secretary
Treasurer

1st Vice President
2nd Vice President
3rd Vice President
Lion Tamer (Optional)

Tail Twister (Optional)
Immediate Past President
2 Directors (First Year)
2 Directors (Second Year)
Membership Chairperson

Administrative Committees
Constitution and By-Laws
Finance
Information Technology
Lions Information
Membership
Program
Public Relations and Communications
Greeter
Leadership Development
Lions Clubs International Foundation

Activities Committees
Community Services
Disaster Preparedness & Relief
Environmental Services
Diabetes Awareness & Action
Hearing Preservation, Awareness & Action
Sight Preservation, Awareness & Action
International Relations
Lions Opportunities for Youth
Lions Services for Children

Effective March 4, 2016
STANDARD MULTIPLE DISTRICT CONSTITUTION

ARTICLE I
Name

This organization shall be known as Lions Multiple District No. ____ , hereinafter referred to as “multiple district.”

ARTICLE II
Purposes

The purposes of this multiple district shall be:
(a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this multiple district.
(b) To create and foster a spirit of understanding among the peoples of the world.
(c) To promote the principles of good government and good citizenship.
(d) To take an active interest in the civic, cultural, social and moral welfare of the community.
(e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
(f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
(g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III
Membership

The members of this organization shall be all Lions clubs in this multiple district chartered by Lions Clubs International.

This multiple district shall consist of ________ sub-districts, with boundary lines as adopted by a multiple district convention and approved by the International Board of Directors of Lions Clubs International.

ARTICLE IV
Emblem, Colors, Slogan and Motto

Section 1. Emblem. The emblem of this association and each chartered club shall be of a design as follows:
Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

**ARTICLE V**

**Supremacy**

The Standard Form Multiple District Constitution and By-Laws shall govern the multiple district unless otherwise amended so as not to conflict with the International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the multiple district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

**ARTICLE VI**

**Officers and Council of Governors**

Section 1. **COMPOSITION.** There shall be a Council of Governors composed of all the district governors in the multiple district and shall also include one current or past district governor who shall serve as council chairperson. The officers of this multiple district shall be the members of the Council of 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. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again. (Note: Article II, Section 4 of the International By-Laws permits the multiple district, by provision in its constitution and by-laws, to include certain other Lions as members of the Council of Governors.)

Section 2. **OFFICERS.** The officers of the Council of Governors shall be a chairperson and vice-chairperson, secretary and treasurer and such other officers as the Council of Governors shall deem necessary, all of whom shall be elected annually by the Council of Governors.

Section 3. **POWERS.** Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of said association, and the policies and acts of said board of directors, the Council of Governors shall:

(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 said international board;

(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 effect an unbalanced budget or deficit in any fiscal year.

Section 4. REMOVAL. 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 selected or elected, 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.

**Article VII**

**Multiple District Convention**

Section 1. **TIME AND PLACE.** An annual convention of this multiple district shall be held in each year prior to the international convention at a place selected by the delegates of a previous annual convention of this multiple district and at a date and time fixed by the Council of Governors.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International, and its district, and this multiple district shall be entitled in each convention of this multiple district to one (1) delegate and one (1) alternate for each ten (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 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 shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district.

Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. **QUORUM.** A majority of the delegates in attendance at any session of a sub- or multiple district convention shall constitute a quorum.
Section 4. SPECIAL CONVENTION. A Special Convention of the clubs of the Multiple District may be called by a two-thirds vote of the Council of Governors at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 15 days prior to the convening date of the International Convention. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the Multiple District by the Multiple District Council Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII
Multiple District Dispute Resolution Procedure

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the multiple district constitution and by-laws, or any policy or procedure adopted from time to time by the multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, arising between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing or sub-district within the association (the “complainant”) may file a written request with the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club or cabinet secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or district cabinet. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the multiple district which shall be submitted to the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the multiple
district as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 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 selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the multiple district as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the multiple district as an administrative fee and US$650.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the multiple district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the multiple district, unless established multiple district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator, who shall be a past district governor, preferably a past council chairperson, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the multiple district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators shall select one (1) neutral conciliator who will serve as chairperson, and who shall be a past international director and is currently a member in good standing of a club in good standing in the multiple district in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. In the event there is no neutral past international director who may be selected from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective
multiple district. The selected conciliators’ decision 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 this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above days, 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 one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the multiple district in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the multiple district in which the dispute arises or from an adjacent multiple district, whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties.

The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, the multiple district council of governors and to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.
Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE IX
Amendments

Section 1. AMENDING PROCEDURE. This constitution may be amended only at a multiple district convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Multiple District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. EFFECTIVE DATE. Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I
Nominations and Endorsement ThirdSecond Vice President and International Director Nominees

Section 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the multiple district seeking endorsement of the convention of the multiple district as a candidate for the office of international director or thirdsecond vice-president shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the multiple district council secretary-treasurer no less than 30 days prior to the convening date of the convention (sub- or multiple) at which such question of endorsement is to be voted upon;

(b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

[Highlighted changes take effect July 1, 2016]

Section 2. NOMINATION. Each notice of intention so delivered shall be transmitted forthwith by the council chairperson and council secretary-treasurer to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each
prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the multiple district convention. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5. **SUB DISTRICT ENDORSEMENT.** Any candidate seeking endorsement at the Multiple District Convention must first have secured the endorsement of his/her sub-district.

Section 6. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the multiple district convention shall be made in writing to the international office by the multiple district officials designated, and in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 7. **VALIDITY.** No endorsement of any candidacy of any member of a Lions club in this multiple district shall be valid unless and until the provisions of this Article have been met.

**ARTICLE II**
Appointment of Council Chairperson

The council chairperson, shall be appointed by the District Governors of the multiple district provided that such chairperson 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. A meeting of the district governors of the multiple district who will be in office during the term of the council chairperson appointed shall be called following the multiple district annual convention, but no later than 30 days following the closing of the International Convention for the purpose of selecting a council chairperson. It shall be the duty of the attendees at this meeting to appoint a club member in good standing in a club in good standing in the multiple district as the council chairperson.

**ARTICLE III**
Duties of Multiple Council of Governors and Committees

Section 1. **MULTIPLE DISTRICT COUNCIL OF GOVERNORS.**
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.

Section 2. MULTIPLE DISTRICT COUNCIL CHAIRPERSON. 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 Governors 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.

Section 3. 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.

Effective March 4, 2016
(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.

Section 4. MULTIPLE DISTRICT PROTOCOL CHAIRPERSON. The Council of Governors shall appoint annually a protocol chairperson for the multiple district. Under the supervision and direction of the Council of Governors, the protocol chairperson shall:

(a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association’s official protocol; insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events.

(b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability, and provide appropriate amenities (flowers, fruit, etc).

(c) Arrange for the proper escort of visitors to each function on the schedule.

(d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor’s schedule permits.

(e) Coordinate public relations media exposure such as television, radio and print media, as necessary.

(f) Coordinate departure from hotel, and transportation to airport (or other departure venue).

ARTICLE IV
Multiple District Committees

Section 1. CREDENTIALS COMMITTEE. The Credentials Committee of the multiple district convention shall be composed of the current district governors, first and second vice district governors and cabinet-secretary treasurers. The chairperson of this committee shall be the council chairperson. Each such Credentials Committee shall have the powers and perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 2. MULTIPLE DISTRICT CONVENTION COMMITTEES. The Council of Governors shall appoint, designate the chairperson of, and fill any vacancies occurring in the following multiple district convention committees: Resolutions, Nominations, Elections, Constitution and By-Laws, Rules and International Convention. Each sub-district shall have at least one representative on each such committee. These committees shall perform such duties as the Council of Governors shall designate.
Section 3. **OTHER COUNCIL COMMITTEES.** The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the multiple district.

### ARTICLE V

**Meetings**

Section 1. **COUNCIL MEETINGS.** The Council of Governors shall hold a regular meeting within sixty (60) days after the date on which the district governors officially take office, and such other meetings as it deems advisable. The council chairperson, or the secretary at the chairperson’s direction, shall issue a written call for each meeting of the Council of Governors, with the time and place to be set out in the call and to be determined by the chairperson. The date of any meeting save the first, which shall be set by the chairperson, shall be determined by the Council of Governors.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of this council may be held through the use of alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

Section 3. **QUORUM.** The personal presence of a majority of the Council of Governors shall constitute a quorum at any meeting.

Section 4. **BUSINESS TRANSACTED BY MAIL.** This Council of Governors may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the council of governors. Such action may be initiated by the Council Chairperson or any three (3) members of said council.

### ARTICLE VI

**Multiple District Convention**

Section 1. **CONVENTION SITE SELECTION.** The chairperson of the Council of Governors shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council of Governors shall from time to time prescribe and shall be delivered to the chairperson no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the Council of Governors shall be determined by the Council of Governors.

Section 2. **OFFICIAL CALL.** The Council of Governors shall issue an official printed call for the annual multiple district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.
Section 3. **SITE CHANGE.** The Council of Governors shall retain, and have, absolute power to change at any time, for good reason, the convention site chosen by a multiple district convention, provided that such convention site shall be located within the boundaries of the multiple district, and neither the Council of Governors nor the multiple district nor any sub-district or sub-districts shall incur any liability thereby to any club or sub-district. Notice of this site change shall be furnished in writing to each club in the multiple district no less than sixty (60) days prior to the convening date of the annual convention.

Section 4. **OFFICERS.** The members of the Council of Governors shall be the officers of the annual multiple district convention.

Section 5. **ORDER OF CONVENTION BUSINESS.** The multiple district Council of Governors shall arrange the order of business for the multiple district convention, and the same shall be the order of the day for all sessions.

Section 6. **RULES OF ORDER AND PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any convention, any meeting of the Council of Governors, or multiple district committee shall be determined by ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 7. **SERGEANT-AT-ARMS.** A convention sergeant-at-arms and such assistant sergeant-at-arms as it deems necessary shall be appointed by the Council of Governors.

Section 8. **OFFICIAL REPORT.** Within sixty (60) days after the close of the multiple district convention, an official report shall be forwarded to Lions Clubs International and each club in the multiple district by the Council of Governors, or, at its direction, by the council secretary.

Section 9. **SUB-DISTRICT CONVENTION.** A meeting of the registered delegates of a sub-district in attendance at a multiple district convention may constitute the annual convention of said sub-district.

## ARTICLE VII
### Multiple District Convention Fund

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a multiple district convention registration fee, an annual multiple district convention fund tax of (insert value in national currency) may be levied upon each member of each club in the multiple district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments as follows: (insert value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said tax for said fiscal year on a pro-
rata basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

This tax shall be collected from the clubs in each sub-district by, and remitted to, the respective cabinet secretary-treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the respective sub-district cabinet to be paid over to the council secretary-treasurer upon order of the council chairperson. The fund so collected shall be used exclusively for defraying expenses of multiple district conventions and shall be expended only by multiple district checks drawn and signed by the council secretary-treasurer and countersigned by the council chairperson or other duly authorized member of the Council of Governors.

Section 2. REMAINING FUNDS. In any fiscal year, any balance remaining in the convention fund after payment of all convention administration expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

Section 3. FEE COLLECTION. Such fee as the Council of Governors shall set may be collected, under procedures set by the Council of Governors, from each delegate, alternate, and guest attending the multiple district convention to defray the actual cost of convention meals and entertainment.

ARTICLE VIII
Multiple District Administration Fund

Section 1. MULTIPLE DISTRICT REVENUE. To provide revenue for approved multiple district projects and to defray the administrative expenses of the multiple district, an annual multiple district administrative fund tax of (set out value in national currency) is hereby levied upon each member of each club in the multiple district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (value in national currency) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the council secretary-treasurer by each club in the multiple district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the multiple district and only upon approval by the Council of Governors. Disbursement therefrom shall be by checks drawn and signed by the council secretary-treasurer and countersigned by the council chairperson.

Section 2. REMAINING FUNDS. In any fiscal year, any balance remaining in the multiple district administrative fund after payment of all multiple district administration expenses in that year shall remain in said administrative fund and become available for future multiple district administrative expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

Effective March 4, 2016
ARTICLE IX  
Miscellaneous

Section 1. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this multiple district in his/her official capacity with the exception of the council secretary-treasurer whose compensation, if any, shall be fixed by the Council of Governors.

Section 2. **FISCAL YEAR.** The fiscal year of this multiple district shall be from July 1st to June 30th.

Section 3. **AUDIT OR REVIEW.** The Council of Governors shall provide for an annual or more frequent audit or review of the books and accounts of the multiple district.

ARTICLE X  
Amendments

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a multiple district convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.
EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the council of governors and adopted by the delegates of the convention.

MULTIPLE DISTRICT _____ CONVENTION

Rule 1. The multiple district Council of Governors shall arrange the order of business for the multiple district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2. Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the Multiple District _____ Constitution and By-Laws, national custom and practice or these rules, Robert’s Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.
   (a) The credentials committee shall be composed of the council chairperson, as chairperson, the current district governors, first and second vice district governors and cabinet-secretary treasurers. The credentials committee’s primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert’s Rules of Order, Newly Revised.
   (b) The registration and certification of delegates shall occur on the day(s) of _______ between the hours of _____ and _______.
   (c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.
   (a) Sixty (60) days prior to the convening date of the convention, the council chairperson, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee’s responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.
   (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.
   (a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.
   (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting
his/her copy of his/her alternate credential certificate together with the copy of the certified delegate’s credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club’s delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6.
(a) Prior to the convention, the council chairperson shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee’s decision making.
(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee’s decision shall be final and binding.
(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee’s report.

(a) Voting will take place at a predetermined location and time.
(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
(d) A majority vote shall be necessary to endorse a ThirdSecond Vice President and International Director. If a majority vote on the question of endorsement is not received then the nominee is not endorsed. [Highlighted changes take effect July 1, 2016]
(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.
EXHIBIT D

LIONS INTERNATIONAL STAMP CLUB
CONSTITUTION
(as approved November 25, 1974
and amended July 2003)

ARTICLE I
NAME AND OBJECT

Section 1. NAME. This organization shall be known as the LIONS INTERNATIONAL STAMP CLUB, hereinafter referred to as LISC.

Section 2. PURPOSE. The purpose of this organization is to foster and develop the avocation of stamp collecting among Lions, Lionesses, and Leos and their families, and to strengthen International Lionism through International Goodwill.

ARTICLE II
MEMBERSHIP

Section 1. MEMBERSHIP. Membership in this organization shall be open to any member in good standing of a Lions Club. Application for membership shall be submitted to the secretary of this Club with payment of dues for one year.

Section 2. ASSOCIATE MEMBERS
(a) Any member of the immediate family of a Lion in good standing may become an Associate Member by application and accompanied with one year’s dues.
(b) Any member in good standing of a Lioness or Leo Club may become an Associate Member with the application and accompanied with dues for one year.
(c) Associate members cannot vote or hold office.
(d) All associate member applications may be subject to verification by the secretary of the club.

Section 3. HONORARY MEMBERS
(a) The Board of Directors may, with the approval of a majority vote of the members attending the annual meeting, confer honorary membership on an individual, not a member of the L.I.S.C., who has performed outstanding service to the L.I.S.C. and upon whom this club desires to confer special distinction.
(b) This honor can include partner of deceased past presidents and past secretaries.
(c) Honorary membership shall not require the payment of any dues.
(d) Honorary members have no vote and cannot hold office unless they are a Lions club member in good standing.

Section 4. LIFE MEMBERS
(a) The board of directors may, with the approval of a majority vote of the members attending the annual meeting, confer life membership to any member who has rendered
outstanding service to the L.I.S.C. and shall have had at least 15 years continuous membership in lieu of all future dues to the club.

(b) Upon application by a member and payment of US$200.00 in lieu of all future dues to the club, the president, with the approval of the board of directors may extend life membership to any member who has been in L.I.S.C. at least 15 years.

(c) The board of directors may elect two life members to be ex-officio members of the board with voting rights. This privilege is granted to a member who has held office and has served long and meritoriously for the good of the club.

Section 5. MEMBERSHIP CARDS. A membership card shall be issued to each member and associate member upon payment of his/her dues. Such membership card shall indicate the date membership began.

Section 6. RESIGNATION AND REMOVAL OF MEMBERS
(a) A member or associate member may resign at any time by a written resignation addressed to the secretary of this Club.

(b) Any member or associate member failing to pay dues within 90 days after due date, shall have his/her status brought before the Board for discussion and appropriate action.

(c) Any member or associate member may be removed from membership rolls by a two-thirds (2/3) vote of the Board of Directors for cause including any conduct not in accordance with the general practices recognized among stamp collectors and for any violation of any rules and regulations governing this club or Lions Clubs International.

(d) Any member ceasing to be a Lion shall be automatically dropped from the roll together with all associate members listed under his/her name.

Section 7. MEMBERSHIP DUES
(a) The annual dues of this club shall be established by a majority vote of those members attending the annual meeting. The amount to be established to cover costs of postage, Philatelist and acceptable administrative costs.

(e) Dues for all members and associate members are payable on the First Day of July each year.

ARTICLE III
OFFICERS AND BOARD OF DIRECTORS

Section 1. ELECTED OFFICERS
(a) The elected officers of this club shall be: a President, First Vice-President, Second Vice-President, Third Vice-President, a Secretary, a Treasurer and six Directors.

(b) The elective officers other than the Directors shall be elected for a term of one year unless they voluntarily resign from that office or are removed from the office according to Section 4 of this Article.

(c) There shall be six Directors on the board of directors. Three directors shall be elected each year for a period of two years. Any Director who resigns or is removed from office during the first year shall be replaced at the next annual meeting by electing a replacement to serve for a term of one year only.
Section 2. DUTIES OF THE OFFICERS
(a) President. The President shall have general supervisory powers over all matters concerning the club. He/she shall be an ex-officio member of all committees. He/she will make all appointments provided for by this constitution and such other appointment as may be necessary or authorized. He/she shall perform all the duties delegated to him/her by this constitution. He/she shall preside at the annual meeting of the club or at any meeting of the Board of Directors in the interim between annual meetings.
(b) Vice-Presidents. The First Vice-President, the Second Vice-President and the Third Vice-President shall assist the President in the conduct of the club’s business. They shall, in the order of their seniority, perform all the duties of the President in his/her absence or in his/her inability to act, and shall perform such other duties as may be assigned to them from time to time by the President.
(c) Secretary. The Secretary shall keep an accurate account and permanent record of the meetings of the club and of the Board of Directors. He/she shall maintain a complete record of the membership of the club. He/she shall submit by mail to the officers of the club and the Board of Directors all the matters required to be passed on to them and shall advise with the President as to all matters coming to his/her attention not otherwise herein provided for. Any and all funds collected by him/her shall be reported and submitted to the Treasurer of the club for deposit in the club’s account.
(d) Treasurer. The Treasurer shall have general charge of all monies of the club and shall collect all dues. He/she shall make a quarterly report of the financial condition of the club to the Secretary and the President. All monies shall be deposited in a bank which may be designated by him/her but shall be approved by the Board of Directors. He/she shall pay all bills and obligations against the club either by written approval of the President or Secretary or if the expense was budgeted and approved by a majority of the members attending the annual meeting. He/she shall, if required by the Board of Directors, give bond in such sum as may be required by the Board.
(e) Directors. The Directors shall have full voting privileges on all matters requiring a vote of the Board of Directors. They may also be assigned duties from time to time by the President.
(f) The President, with the aid and assistance of the other officers and directors, is empowered to initiate, execute and administer all matters with respect to Lions International Stamp Club business between annual meetings.

Section 3. IMMEDIATE PAST PRESIDENT. The Immediate Past President shall be considered an Ex-Officio member of the Board of Directors and shall have a vote in the case of a tie.

Section 4. REMOVAL AND REPLACEMENT OF OFFICERS
(a) Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors for cause including negligence or nonperformance of the duty of his office as described in Section 2 of this ARTICLE.
(b) Upon the removal or resignation of the President or a Vice-President, all Vice-Presidents with less seniority shall advance according to their seniority.
(c) Upon the removal or resignation of a Secretary, Treasurer or a Director, the President may appoint a replacement with the approval of the Board of Directors, such term expiring at the end of the year.

Section 5. COMPENSATION. No officer or Director other than the Secretary shall receive compensation for services in the performance of the duties of his office, except reimbursement for duly approved administrative expenses.

ARTICLE IV
ANNUAL MEETING AND ELECTIONS

Section 1. ANNUAL MEETING
(a) The annual meeting may be held during the Lions annual International Convention at which time all necessary business will be transacted and the officers for the following year are elected.
(b) The annual meeting shall be conducted and governed by this constitution and according to Robert’s Rules of Order.
(c) On matters arising between annual meetings, a vote of the Board of Directors may be conducted by mail.

Section 2. ELECTION OF OFFICERS
(a) The election of officers shall take place during the annual meeting, Section 1.a. of this Article.
(b) The Nominating Committee, Article V., Section 1.a., shall present and nominate a slate of officers to be elected. Additional nominations shall be called for from the floor. If no nominations are made from the floor, the officers nominated by the committee may be elected by acclamation. If there is a contest, the presiding officer may dismiss the candidates from the room and call for a standing vote. A majority of the votes cast shall be required for the winning candidate.

ARTICLE V
COMMITTEES

Section 1. STANDING COMMITTEES. The following committees shall be appointed by the President as soon after the election as possible.
(a) Nominating Committee. The nominating committee shall select a slate of officers to be elected and submit them to the Secretary 30 days before the annual election. At the annual meeting the slate of officers shall be presented to the members in attendance at the meeting. The chairman of this committee, or appointed representative, after reading the slate shall move that those persons selected be placed in nomination for the offices as read.
(b) Membership and Promotion Committee. This committee shall submit plans or ideas which shall promote the activities and membership of this club. It shall perform duties which may be assigned to it by the President from time to time, such duties to be for the development and promote the interests of stamp collecting among Lions and their families.
(c) Cachet Committee. This committee shall promote special covers in relation to the activities of Lions Clubs International and of this club which will be of philatelic interest to its members. They shall perform the duties of designing or selecting a design, printing, and arranging for the cancellation of such covers as directed by the President. The committee should consult with the President as to the number of cachets to be printed, costs and other related problems.

(d) Sales Committee. This committee shall develop and promote programs for the sale and distribution of Lions philatelic items and to make them known and available to the members of this club. It shall make a list of all new items available and have it published in the Lions Philatelist each quarter. Unless otherwise designated by the President or the Board of Directors, this committee shall be the trustee for all covers and philatelic items owned by the club.

(e) Convention Committee. This committee shall be responsible for the arrangement of the club’s activities during the Lions International Convention. It shall arrange for a booth at the convention center, a special post office for the cancellation of convention covers, and for the availability of commemorative stamps at the special post office. The committee should work closely with both the Sales and Cachet Committee.

(f) Editorial Committee. This committee shall be responsible for the publication of official club magazines and bulletins. They may also be assigned other tasks in the way of issuing news concerning this club and its activities if so desired by the President or the Board of Directors.

Section 2. **AD HOC COMMITTEES.** Special committees to perform special functions and assignments during the year for the promotion of club activities may be appointed by the President from time to time.

**ARTICLE VI**

**FISCAL YEAR**

Section 1. **ADMINISTRATIVE YEAR.** The elected officers shall be duly elected and installed at the annual meeting of this club. The officers shall assume the duties of their offices as of that day and shall relinquish those duties at the next annual meeting following the election of the new officers.

Section 2. **FINANCIAL YEAR.** The financial year shall be from July 1 to June 30 of the following year. The Treasurer shall submit a temporary report at the annual meeting if held before June 30. The Treasurer’s report shall be printed in the September issue of the Lions Philatelist.

Section 3. The LISC membership roster may not be used for any commercial use or financial gain. It is for the exclusive use and reference by its members. This roster along with such other reports as required shall be submitted to The International Association of Lions Clubs annually.
ARTICLE VII
LOCAL CHAPTERS

Section 1. Local Chapters of this club may be formed by District, or other geographical division, or by local clubs by application to the Secretary and with the approval of the Board of Directors of this club. Such local chapter may adopt a constitution and by-laws provided the chapter, its activities, its constitution and by-laws do not conflict in any way with the constitution of Lions Clubs International or of this club.

Section 2. There must be 10 LISC members before application will be considered.

Section 3. All chapters are required to submit an Annual report to the Secretary for publication at the annual general meeting.

ARTICLE VIII
RULES AND REGULATIONS

Section 1. AMENDMENTS TO THIS CONSTITUTION. This constitution may be amended by the Board of Directors of The International Association of Lions Clubs, alone, or by an amendment by a two thirds (2/3) vote of members present at the annual general meeting, provided a copy of a proposed amendment is submitted in writing to the Board of Directors of the club and the International Board of Directors, no later than thirty (30) days prior to the March/April International Board of Directors meeting for consideration and approval.

Section 2. JURISDICTION OF THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS. The Lions International Stamp Club is a creature of and subject to the Board of Directors of The International Association of Lions Clubs. Any provision of this Constitution that is, or is found by said Board of Directors to be, in conflict with the Constitution and By-Laws or any policy of said International Board of Directors shall be null and void and of no force and effect. All officers, directors, members, chapters, operations and activities of the Lions International Stamp Club shall be subject to and under the exclusive jurisdiction of said International Board of Directors and said International Board of Directors may override the action or inaction of any officers, director, board of directors, member, members, chapters, chapter, meeting or meetings of the Lions International Stamp Club.

Section 3. LISC SALES. Anything sold at the LISC booth during international conventions must be (1) LISC material, either produced by LISC or acquired by LISC specifically for resale. No sales may be made by anyone in the name of LISC or on behalf of LISC, except as specifically authorized by LISC (as, for example, the Monarch’s Mart). Anyone wishing to sell philatelic or other material to members of LISC may do so without any reference at all to LISC and strictly at his own risk and cost; and without the use of LISC facilities.
ARTICLE IX
DISSOLUTION

In the event of discontinuance of the activities of the LISC, the Board of Directors shall instruct the Treasurer to donate the entire treasury balance, after payment of all debts, to the Lions Clubs International Foundation (LCIF).
EXHIBIT E

CONSTITUTION FOR LIONS INTERNATIONAL TRADING PIN CLUB

ARTICLE I
NAME AND OBJECT

Section 1. NAME. This organization shall be known as the LIONS INTERNATIONAL TRADING PIN CLUB.

Section 2. PURPOSE. The purpose of this organization is to foster and develop the avocation of trading and collecting Lions “Trading” pins between Lions and Lions Clubs and, resultantly, to further strengthen International Lionism through International goodwill.

Section 3. TRADING. Members will trade at conventions and by mail, but under no circumstances will members buy or sell individual pins except as defined in Chapter XV, Paragraph A.8. of the Board Policy Manual.

ARTICLE II
MEMBERSHIP

Section 1. MEMBERS. Membership in this organization shall be granted to any member in good standing of a Lions Club who submits his application for membership on the official application form, to the Secretary of this Club. The Board of Directors may request voluntary contributions from members to cover responsible administrative costs in the operation of the Trading Pin Club.

Section 2. MEMBERSHIP CARDS. An appropriate membership card will be issued each year to each member as funds permit.

Section 3. RESIGNATION AND REMOVAL OF MEMBERS
   (a) A Member may resign at any time by submitting a written resignation to the Secretary of this Club.
   (b) Any Member may be removed from the membership rolls by a majority vote of the Club’s Board of Directors for any conduct which is in conflict with the rules and regulations established by this Club and approved by Lions Clubs International with regard to the procedures and practices of Lions “Trading” Pins.
   (c) Any Member ceasing to be a Lion in good standing shall be automatically dropped from the membership rolls of the Trading Pin Club.
ARTICLE III
OFFICERS AND BOARD OF DIRECTORS

Section 1. ELECTED OFFICERS
(a) The elected officers of this Club shall be a President, a Vice-President, a Secretary, a Treasurer and six Directors. The elected Officers and Directors and the Immediate Past President shall compose the Board of Directors.
(b) The elective officers, other than the Directors, shall be elected for a term of one year, unless they voluntarily resign from that office or are removed from that office in accordance with Section 4 of this Article.
(c) There shall be six Directors on the Board of Directors. Three Directors shall be elected each year for a term of two years. During the Club’s first year, three Directors shall be elected for a term of one year. Any Director who resigns or is removed from office during his first year shall be replaced at the next annual meeting by electing a replacement to serve for a term of one year only.
(d) No Officer or Director may serve more than two consecutive terms in the same office.

Section 2. DUTIES OF THE OFFICERS

(a) PRESIDENT. The President shall have general supervisory powers over all matters concerning the Club. He shall be an ex-officio member of all Committees. He will make all appointments as may be necessary or authorized. He shall perform all the duties delegated to him by this constitution. He shall preside at the annual meeting of the Club and at any meeting of the Board of Directors, which may be convened during the interim between annual meetings.
(b) VICE-PRESIDENT. The Vice-President shall assist the President in the conduct of the Club’s business. He shall perform all the duties of the President in the President’s absence or in the President’s inability to act, and shall perform such other duties as may be assigned to him from time to time by the President.
(c) SECRETARY. The Secretary shall keep an accurate account and a timely and permanent record of the meetings of the Club and of the Board of Directors. He shall maintain a complete and up-to-date record of the membership of the Club. He shall submit by mail to the officers of the Club and to the members of the Board of Directors all matters required to be passed on to them and shall advise the President as to all matters coming to his attention not otherwise herein provided for. Any and all funds collected by him shall be promptly reported and submitted to the Treasurer of the Club for deposit in the Club’s account.
(d) TREASURER. The Treasurer shall have general charge of all monies of the Club. He shall make a quarterly report of the financial condition of the Club to the President and Secretary and to Lions Clubs International. All monies shall be promptly deposited in a bank account which may be designated by him but which shall be approved by the Board of Directors. He shall pay all bills and obligations of the Club either with written approval by the President or Secretary or directly if the expenditure was budgeted and
approved by a majority of the members attending the annual meeting. He shall, if required by the Board of Directors, give bond in such sum as may be required by the Board.

(e) **DIRECTORS.** The Board of Directors shall hold a meeting in connection with the annual convention of the Trading Pin Club and at such other times and places as the President, at his own discretion may or upon written request of three Board members, shall designate. A quorum at any meeting of the Board of Directors shall consist of a majority of the members of the Board of Directors and the act of a majority of the members present at any duly constituted meeting of the Board of Directors shall constitute the act of the Board.

The Board of Directors may take any action consistent with its powers under this constitution without a meeting by a consent in writing signed by every member of the Board of Directors.

Section 3. **IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall be considered an ex-officio member of the Board of Directors and shall have a full vote in case of a tie.

Section 4. **REMOVAL AND REPLACEMENT OF OFFICERS.**
(a) Any officer may be removed by a majority vote of the Board of Directors for negligence, for non-performance of the duties of his office as described in Section 2 of this Article, or for failure to comply with the Rules and Regulations of the Club as specified in Article VII of this constitution.
(b) Upon the removal, death or resignation of the President, the Vice-President shall advance to the office of President.
(c) Upon the removal, death or resignation of the Vice-President or Secretary or Treasurer or any Director, the remaining members of the Board of Directors shall appoint a replacement for the vacated office or offices for the unexpired term of office.

Section 5. **COMPENSATION.** No Officer or Director shall receive any compensation for services in the performance of the duties of his office. He may be reimbursed for duly approved reasonable administrative expenses of postage, telephone and stationery.

**ARTICLE IV**

**ANNUAL MEETINGS AND ELECTIONS**

Section 1. **ANNUAL MEETINGS**
(a) The annual meeting shall be held at a time and place during the Lions International Convention at which time all necessary business shall be transacted and the Officers and Directors for the following year shall be elected.
(b) The annual meeting shall be conducted under and be governed by Robert’s Rules of Order, Newly Revised.
Section 2. **ELECTION OF OFFICERS**

(a) The election of Officers and Directors shall take place during the annual meeting per Section 1-a. of this Article.

(b) The Nominating Committee, per Article V, Section 1-a., shall present and nominate a slate of officers to be elected. Additional nominations shall be called for from the floor. If no nominations are made from the floor, the Officers and Directors nominated by this committee may be elected by acclamation. If there is a contest for any position, the presiding Officer may call for a standing or written vote. The candidate receiving a majority of the votes so cast for each office by the Club members in attendance at the meeting shall be declared elected.

**ARTICLE V**

**COMMITTEES**

Section 1. **STANDING COMMITTEES.** The following committees shall be appointed by the President as soon after the election as possible.

(a) Nominating Committee. The Nominating Committee shall select a slate of Officers and Directors to be elected and submit the slate to the Club Secretary 45 days before the annual election. The Club Secretary will notify each Club member of this selected slate at the time that the notice of the annual meeting is mailed, which shall be no later than 30 days before the meeting.

At the annual meeting, this slate of Officers and Directors shall be presented to the members in attendance at the meeting. The chairman of this committee, or appointed representative, after reading the slate shall move that those persons selected be placed in nomination for the position as read.

(b) Convention Committee. This committee shall be responsible for the arrangement of the Club’s activities during the Lions International Convention. It shall arrange for an appropriate meeting place at which to hold the annual meeting and the election of Officers and Directors.

(c) Editorial Committee. This committee shall be responsible for the publication of the official Club Bulletins. It may also be assigned other tasks in the way of issuing news concerning the Club and its activities, if so desired by the President or by the Board of Directors.

(d) Membership Badge Committee. This committee shall be responsible for the design and procurement from Lions Clubs International of the Club Membership Badge which will be made available to Club members. The badge design must receive written approval from the Lions Clubs International Board and will be a permanent badge. The issuance of a new badge will require Lions Clubs International Board approval.

(e) Ad Hoc Committees. Special Committees to perform special acts during the fiscal year may be appointed by the President as deemed necessary.
ARTICLE VI
FISCAL YEAR

Section 1. ADMINISTRATIVE YEAR. The elected Officers and Directors shall be duly elected and installed at the Lions International Convention when the annual meeting of this Club will be held. The Officers and Directors shall assume the duties of their respective offices as of that day and shall relinquish those duties at the next annual meeting following the election of the new Officers.

Section 2. FINANCIAL YEAR. The financial year shall be from July 1 of the current year to June 30 of the following year. The Club Treasurer shall submit a detailed report for the year at the annual meeting. This annual Treasurer’s report shall be furnished to Lions International and printed in the first bulletin issued to Club members after the close of the Lions International Convention.

ARTICLE VII
RULES AND REGULATIONS

Section 1. AMENDMENTS TO THIS CONSTITUTION. This constitution may be amended by action of the Board of Directors of The International Association of Lions Clubs, alone, or by an amendment by a majority vote of the Club members present at any annual meeting, provided a copy of any proposed change is submitted in writing to each Club member at least 30 days before said meeting and such amendment is approved by the International Board of Directors.

Section 2. JURISDICTION TO THIS CONSTITUTION. This constitution may be amended by action of the Board of Directors of The International Association of Lions Clubs. Any provision of this constitution that is, or is found by said Board of Directors to be, in conflict with the Constitution and By-Laws or any policy of said International Board of Directors shall be null and void and of no force and effect. All Officers, Directors, members, operations and activities of the Lions International Trading Pin Club shall be subject to and under the exclusive jurisdiction of said International Board of Directors and said International Board of Directors may override the action or inaction of any Officer, Director, Board of Directors, member, members, meeting or meetings of the Lions International Trading Pin Club.

Section 3. CONDUCT OF MEMBERS
(a) Each Club member is required to always comply with the provisions of this Club constitution and to consistently conduct his Lions trading pin activities in a highly ethical, courteous and considerate manner.
(b) It is contrary to the philosophy of the Lions International Trading Pin Club to ever ask a fellow Lion, or any member of a Lion’s family, for more than one pin in exchange for one pin, such as two pins for one, three pins for one, etc.
(c) No Club member may sell a Lion’s trading pin except as part of the distribution of a newly produced pin in which the purchasing Lion is a member of that District or Club. Under this circumstance, the charge to such purchaser will be the actual cost of the pins, to include transportation, customs duty, royalty charge, and fair distribution cost.
(d) No member shall duplicate any trading pin.

Section 4. **DESIGN, ORDERING AND MANUFACTURE OF LIONS TRADING PINS.** Any Club member involved in the design, ordering and/or manufacture of a Lions trading pin must fulfill the requirements of the Lions Clubs International Board of Directors in the procurement of such a pin. This requirement is intended to assure that the procedures concerning use of the Lions Emblem on trading pins are fully complied with to the entire satisfaction of Lions Clubs International.

**ARTICLE VIII**

**DISSOLUTION**

In the event of discontinuance of the activities of the Lions International Trading Pin Club, the Board of Directors shall instruct the Treasurer of the Club to donate the entire treasury balance, after full payment of all debts, to the Lions Clubs International Foundation (LCIF).
EXHIBIT F

LIONS INTERNATIONAL
NUMISMATISTS CLUB
CONSTITUTION & BY-LAWS
(July 1, 1987) (Sept. 7, 1988)

ARTICLE I
NAME & OBJECT

Section 1. NAME. This organization shall be known as the LIONS INTERNATIONAL NUMISMATISTS CLUB.

Section 2. PURPOSE. The purpose of this organization is to foster and develop the avocation of coin collecting among Lions, Lionesses, and Leos and their families, and to strengthen international Lionism through international goodwill.

ARTICLE II
MEMBERSHIP

Section 1. MEMBERSHIP. Membership in this organization shall be open to any member in good standing of a Lions Club, such membership to be authenticated by the secretary of the applicant’s Club. Application for membership shall be submitted to the secretary of this Club with payment of dues for one year.

Section 2. ASSOCIATE MEMBERS
   (a) Any member of the immediate family of a Lion in good standing may become an Associate Member by application and accompanied with one year’s dues.
   (b) Any member in good standing of a Lioness or Leo Club may become an Associate Member by verification of membership by the Secretary of the sponsoring Lions club with his/her application and accompanied with dues for one year.

Section 3. HONORARY MEMBERS.
   (a) The Board of Directors may, at any time and with the approval of a majority vote of the members attending the annual meeting, confer upon an officer of this club honorary lifetime membership; and if so deemed, emeritus of the office held. He/she may also be granted lifetime Board membership with or without voting privileges.
   (b) The Board of Directors may, at any time and with the approval of a majority vote of the members attending the annual meeting, award honorary lifetime membership to widows/widowers of past presidents and past secretaries.
   (c) Honorary lifetime membership shall not require the payment of any dues.
   (d) There shall not be more than two such honorary voting members on the Board of Directors at any one time. This title is usually granted to a member who has held office and has served long and meritoriously for the good of the club.
   (e) Honorary members have no vote and cannot hold office unless they are Lions Club members in good standing.
Section 4. **LIFE MEMBERS.** Upon application and payment of $75.00 the President, with the approval of the Board of Directors, may extend Life Membership to any member who has been in L.I.N.C. at least 10 years. No further payment of dues shall be required. Only Life members who are Lions Club members in good standing may vote or hold office.

Section 5. **MEMBERSHIP CARDS.** A membership card shall be issued to each member and associate member upon payment of dues. Such membership card shall indicate the date membership began.

Section 6. **RESIGNATION AND REMOVAL OF MEMBERS.**
(a) A member or associate member may resign at any time by a written resignation addressed to the secretary of this Club.
(b) Any member or associate member failing to pay dues within 90 days after due date, shall be automatically dropped from the membership rolls.
(c) Any member or associate member may be removed from membership rolls by a vote of the majority of the Board of Directors for any conduct not in accordance with the general practices recognized among coin collectors and for any violation of any rules and regulations governing this club or Lions Clubs International.
(d) Any member ceasing to be a Lion shall be automatically dropped from the roll together with all associate members listed under his/her name.

Section 7. **MEMBERSHIP DUES.**
(a) The annual dues of this club shall be established by a majority vote of those members attending the annual meeting. The amount to be established to cover costs of postage, Club bulletins and acceptable administrative costs.
(b) Overseas members will be charged an additional amount equal to the yearly cost of sending the Club bulletin by Air Mail.
(c) Dues for all members and associate members are payable on the First Day of July each year.

**ARTICLE III**

**OFFICERS AND BOARD OF DIRECTORS**

Section 1. **ELECTED OFFICERS.**
(a) The elected officers of this club shall be: a President, First Vice-President, Second Vice-President, Third Vice-President, a Secretary, a Treasurer and four Directors.
(b) The elective officers other than the Directors shall be elected for a term of one year unless they voluntarily resign from that office or are removed from the office according to Section 4 of this Article.
(c) There shall be four Directors on the Board of Directors. These Directors shall be elected each year for a period of two years. Any Director who resigns or is removed from office during his first year shall be replaced at the next annual meeting by electing a replacement to serve for a term of one year only.
Section 2. **DUTIES OF THE OFFICERS.**

(a) **President.** The President shall have general supervisory powers over all matters concerning the club. He/she shall be an ex-officio member of all committees. He/she will make all appointments provided for by this constitution and such other appointments as may be necessary or authorized. He/she shall perform all the duties delegated to him/her by this constitution. He/she shall preside at the annual meeting of the club or at any meeting of the Board of Directors in the interim between annual meetings.

(b) **Vice-Presidents.** The First Vice-President, the Second Vice-President and the Third Vice-President shall assist the President in the conduct of the club’s business. They shall, in the order of their seniority, perform all the duties of the President in his/her absence or inability to act, and shall perform such other duties as may be assigned to them from time to time by the President.

(c) **Secretary.** The Secretary shall keep an accurate account and permanent record of the meetings of the club and of the Board of Directors. The Secretary shall maintain a complete record of the membership of the club. He/she shall submit by mail to the officers of the club and the Board of Directors all the matters required to be passed on to them and shall advise with the President as to all matters coming to his/her attention not otherwise herein provided for. Any and all funds collected by the Secretary shall be reported and submitted to the Treasurer of the club for deposit in the club’s account.

(d) **Treasurer.** The Treasurer shall have general charge of all monies of the club and shall collect all dues. He/she shall make a quarterly report of the financial condition of the club to the Secretary and the President. All monies shall be deposited in a bank which may be designated by him/her but shall be approved by the Board of Directors. The Treasurer shall pay all bills and obligations against the club either by written approval of the President or Secretary or if the expense was budgeted and approved by a majority of the members attending the annual meeting. The Treasurer shall, if required by the Board of Directors, give bond in such sum as may be required by the Board.

(e) **Directors.** The Directors shall have full voting privileges on all matters requiring a vote of the Board of Directors. They may also be assigned duties from time to time by the President.

(f) The President, with the aid and assistance of the other officers and directors, is empowered to initiate, execute and administer all matters with respect to Lions International Numismatists Club business between annual meetings.

Section 3. **IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall be considered an Ex-Officio member of the Board of Directors and shall have a vote in the case of a tie.
Section 4. **REMOVAL AND REPLACEMENT OF OFFICERS.**

(a) Any officer may be removed by a majority vote of the Board of Directors for negligence or non-performance of the duty of his office as described in Section 2 of this article.

(b) Upon the removal or resignation of the President or a Vice-President, all Vice-Presidents with less seniority shall advance according to their seniority.

(c) Upon the removal or resignation of a Secretary, Treasurer or a Director, the President may appoint a replacement with the approval of the Board of Directors, such term expiring at the end of the year.

Section 5. **COMPENSATION.** No officer or Director other than the Secretary shall receive compensation for services in the performance of the duties of his office, except reimbursement for duly approved administrative expenses.

**ARTICLE IV**

**ANNUAL MEETING AND ELECTIONS**

Section 1. **ANNUAL MEETING.**

(a) The annual meeting shall be held during the Lions International Convention at which time all necessary business will be transacted and the officers for the following year are elected. At least one other meeting will be held annually in conjunction with the American Numismatic Association’s annual convention. Additional meetings may be authorized by the Board of Directors.

(b) All meetings shall be conducted and governed by this constitution and according to Robert’s Rules of Order.

(c) On matters arising between annual meetings, a vote of the Board of Directors may be conducted by mail.

Section 2. **ELECTION OF OFFICERS.**

(a) The election of officers shall take place during the annual meeting, Section 1.a. of this Article.

(b) The Nominating Committee, Article V., Section 1.a., shall present and nominate a slate of officers to be elected. Additional nominations shall be called for from the floor. If no nominations are made from the floor, the officers nominated by the committee may be elected by acclamation. If there is a contest, the presiding officer may dismiss the candidates from the room and call for a standing vote. A majority of the votes cast shall be required for the winning candidate.

**ARTICLE V**

**COMMITTEES**

Section 1. **STANDING COMMITTEES.** The following committees should be appointed by the President as soon after the election as possible.

(a) **Nominating Committee.** The nominating committee shall select a slate of officers to be elected and submit them to the Secretary 30 days before the annual election. At the annual meeting the slate of officers shall be presented to the members in attendance at the
meeting. The chairman of this committee, or appointed representative, after reading the slate shall move that those persons selected be placed in nomination for the offices as read.

(b) **Membership and Promotion Committee.** This committee shall submit plans or ideas which shall promote the activities and membership of this club. It shall perform duties which may be assigned to it by the President from time to time, such duties to be for the development and promote the interests of coin collecting among Lions and their families.

(c) **Medals Committee.** This committee shall promote special medals in relation to the activities of Lions Clubs International and of this club which will be of numismatic interest to its members. They shall perform the duties of designing or selecting a design, striking and arranging for the sales and distribution of such medals as directed by the President. The committee should consult with the President as to the number of medals to be struck, costs and other related problems.

(d) **Convention Committee.** This committee shall be responsible for the arrangement of the club’s activities during the Lions Clubs International Convention. It shall arrange for a booth at the convention center to display medals and provide information about L.I.N.C.

(e) **Editorial Committee.** This committee shall be responsible for the publication of official club magazines and bulletins. They may also be assigned other tasks in the way of issuing news concerning this club and its activities if so desired by the President or the Board of Directors.

Section 2. **AD HOC COMMITTEES.** Special committees to perform special functions and assignments during the year for the promotion of club activities may be appointed by the President from time to time.

**ARTICLE VI**

**FISCAL YEAR**

Section 1. **ADMINISTRATIVE YEAR.** The elected officers shall be duly elected and installed at the Lions Clubs International Convention and the annual meeting of this club. The officers shall assume the duties of their offices as of that day and shall relinquish those duties at the next annual meeting following the election of the new officers.

Section 2. **FINANCIAL YEAR.** The financial year shall be from July 1 to June 30 of the following year. The Treasurer shall submit a temporary report at the annual meeting if held before June 30. The Treasurer’s report shall be printed in the September issue of the Club bulletin.
ARTICLE VII
LOCAL CHAPTERS

Section 1. Local Chapters of this club may be formed by State, District, or other geographical division, or by local clubs by application to the Secretary and with the approval of the Board of Directors of this club and Lions Clubs International. Such local chapter may adopt a constitution and by-laws provided the chapter, its activities, its constitution and by-laws do not conflict in any way with the constitution of Lions Clubs International or of this club.

Section 2. There must be 10 LINC members before application will be considered.

ARTICLE VIII
RULES AND REGULATIONS

Section 1. AMENDMENTS TO THIS CONSTITUTION. This constitution may be amended by action of the Board of Directors of The International Association of Lions Clubs, alone, or by an amendment by a majority vote of the members present at any annual meeting provided a copy of any proposed change is submitted in writing to each member at least 30 days before said meeting and said amendment is approved by the International Board of Directors. Any amendment or revision to this constitution must first be presented to international office for approval before presentation to LINC membership for consideration.

Section 2. JURISDICTION OF THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS. The Lions International Numismatists Club is a creature of and subject to the Board of Directors of The International Association of Lions Clubs. Any provision of this Constitution that is, or is found by said Board of Directors to be, in conflict with the Constitution and By-Laws or any policy of said International Board of Directors shall be null and void and of no force and effect. All officers, directors, members, chapters, operations and activities of the Lions International Numismatists Club shall be subject to and under the exclusive jurisdiction of said International Board of Directors and said International Board of Directors may override the action or inaction of any officers, director, board of directors, member, members, chapters, chapter, meeting or meetings of the Lions International Numismatists Club.

Section 3. LINC SALES. Anything sold at the LINC booth during international conventions must be LINC material, either produced by LINC or acquired by LINC specifically for resale. No sales may be made by anyone in the name of LINC or on behalf of LINC, except as specifically authorized by LINC. Anyone wishing to sell numismatic or other material to members of LINC may do so without any reference at all to LINC and strictly at his/her own risk and cost; and without the use of LINC facilities.

ARTICLE IX
DISSOLUTION

In the event of discontinuance of the activities of LINC, the Board of Directors shall instruct the Treasurer to donate the entire treasury balance, after payment of all debts, to the Lions Clubs International Foundation (LCIF).
EXHIBIT G

LIONS CLUBS INTERNATIONAL
INTERNET CLUB CONSTITUTION

Article I
Name and Object

Section 1. Name. This organization shall be known as the Lions Clubs International Internet Club.

Section 2. Purpose. The purpose of this organization is to strengthen international Lionism through global goodwill and fellowship among Lions and their communities especially through Internet.

Article II
Membership

Section 1. Membership. Membership in this organization shall be open to any member in good standing of a Lions club. Such membership to be authenticated by the secretary of the applicant’s club.

Section 2. Associate Members. Any member in good standing of a Lioness or Leo club may become an associate member by verification of the sponsoring Lions club.

Section 3. Resignation and Removal of Members.
(a) A member may resign at any time by submitting a written resignation to the secretary of this club.
(b) Any member ceasing to be a Lion, Lioness or Leo in good standing in their respective club shall automatically be dropped from the membership of this club.
(c) Any member may be removed by a two-thirds (2/3) vote of the board of directors of this organization for any conduct which is in conflict with the guidelines established by this club and/or The International Association of Lions Clubs.

Section 4. Membership Dues.
(a) To offset the administrative expenses of this organization, each member shall be assessed annual dues as shall be established by a majority vote of those members attending the annual meeting.
(b) Dues for all members and associates are payable on July 1 of each year.

Article III
Officers and Board of Directors

Section 1. The elected officers of this organization shall be: president, a vice president, secretary, treasurer and six (6) directors. The elected officers and directors shall also comprise the board of directors.
Section 2. The elected officers, other than the directors, shall be elected for a term of one year unless they resign or are removed from office according to Section 6 of this article.

Section 3. Three (3) directors shall be elected each year for a term of two years. During the club’s first year of operation, three (3) directors shall be elected for a term of one year; and three (3) directors shall be elected for a two year term.

Section 4.
(a) In the event of a vacancy arising in any office, the board of directors of this organization may fill the same for the remainder of the term.
(b) Any officer may be removed for cause by a two-thirds (2/3) majority vote of the board of directors of this organization.

Section 5. The term of office for each officer shall commence upon installation at the annual meeting and shall end at the election and installation of his/her successor.

Section 6. No officer or director shall receive any compensation for services in performance of the duties of his/her office, except reimbursement for duly approved administrative expenses.

Section 7. No officer or director may serve more than two (2) consecutive terms in office.

Article IV
Duties of the Officers

Section 1. President. The president shall have general supervisory powers over matters concerning this organization. He/she shall be an ex-officio member of all committees. He/she shall preside at the annual meeting of the organization and at any meeting of the board of directors as shall be convened.

Section 2. Vice President. The vice president shall assist the president in the operation of the club. He/she shall perform all duties of the president in the president’s absence, and shall perform such other duties as may be assigned to him/her from time to time by the president.

Section 3. Secretary. The secretary shall keep an accurate account and a permanent record of the meetings of this organization. He/she shall maintain a complete record of the membership of the club.

Section 4. Treasurer. The treasurer shall have general charge of all monies of the organization and shall collect all dues. He/she shall make quarterly reports of the financial condition of the organization to the board of directors. All funds shall be deposited in financial institutions as shall be designated by the board of directors. He/she shall pay all bills and obligations against the club as authorized by the board of directors or as budgeted for in the annual budget. He/she shall, if required by the board of directors, give bond in such sums as may be stipulated by the board.
Section 5. **Directors.** The directors shall have full voting privileges on all matters requiring a vote of the board of directors. They may be assigned duties from time to time by the president.

**Article V**  
**Annual Meeting and Elections**

Section 1. **Annual meeting.**  
(a) The annual meeting shall be held during the Lions Clubs International Convention at which time all necessary business will be transacted and the officers for the following year will be elected.  
(b) On matters arising between annual meetings requiring action of the board of directors, a vote may be conducted by electronic mail, other forms of telecommunications, or regular mail as shall be selected by the board of directors.

Section 2. **Election of Officers.** The election of officers shall occur during the annual meeting according to the following procedure:  
(a) The nominating committee shall submit the names of candidates for the various offices to be filled by election at the annual meeting. Additional nominations may also be made from the floor. When no additional nominations are forthcoming, the president shall declare nominations closed.  
(b) The election shall be by ballot by those present and qualified to vote. A simple majority vote shall be necessary to elect. In the event there is only one nominee, a voice vote may be taken.

**Article VI**  
**Committees**

Section 1. The following committees shall be appointed by the president as soon after the election as possible:  
(a) Nominating Committee. The nominating committee shall select a slate of officers and directors to be elected. Its slate shall be submitted to the secretary no later than sixty (60) days prior to the annual meeting. The secretary will notify each member of the nominees at the time that the notice of the annual meeting is given.  
(b) Membership and Promotion Committee. This committee shall submit plans or ideas which shall promote the activities and membership of the club.  
(c) Convention Committee. This committee shall be responsible for the arrangement of activities during the annual meeting.

**Article VII**  
**Fiscal Year**

The fiscal year of the organization shall be from July 1 to June 30 annually.
Article VIII
Guidelines

Section 1. No member of this organization shall use his/her membership as a means of furthering any personal, political, commercial or other aspiration, nor shall the organization, as a whole, take part in any movement not keeping with its objects.

Section 2. No funds shall be solicited from members of this organization or the community except in strict accordance with Article XII, Section 4 of the Lions Clubs International Constitution and By-Laws.

Section 3. Jurisdiction of The International Association of Lions Clubs. This constitution may be amended by action of the board of directors of The International Association of Lions Clubs. Any provision of this constitution that is, or is found by said board to be in conflict with the Lions Clubs International Constitution and By-Laws or any policy of the International Board of Directors shall be null and void and of no force and effect. All officers, directors, members, operations and activities of Lions Clubs International Internet Club shall be subject to and under the exclusive jurisdiction of the International Board of Directors.

Section 4. This constitution may be amended by action of the board of directors of The International Association of Lions clubs or by a two-thirds (2/3) majority vote of the club members present at any annual meeting, provided said amendment is later ratified by action of the International Board of Directors. Said amendment shall not take effect until the International Board of Directors has ratified the same.

Article IX
Dissolution

In the event of discontinuance of the activities of this organization, the board of directors shall instruct the treasurer of this organization to donate the entire treasury balance, after full payment of all debts, to a recognized charity such as LCIF.
CHAPTER VIII
CONVENTION

GENERAL POLICY

International Convention shall commence no earlier than the third Friday in June and no later than the first Friday in July.

A. CONVENTION SITE SELECTION PROCEDURE

1. Primary Bid Requirements – A city’s bid for the international convention will not be considered prior to receipt by the Convention Division of a letter of endorsement in support of a bid for a specific year from the presiding council of governors of a multiple district (or the cabinet of a single district, in the absence of a multiple district) wherein the city is located. This endorsement may not be withdrawn. Following a convention site selection, the host single district or multiple district will receive annual updated information on the progress of arrangements for the convention, particularly as it will involve the host Lions.

2. No city will be considered, inspected, or submitted for consideration of the International Board of Directors, unless its bid meets the following primary requirement:

   A commitment of a minimum of 5,000 acceptable guest rooms, of which 75% are within a 10-mile radius and the remaining 25% are within a 15-mile radius by a convention shuttle, to the major convention hall facilities; air conditioned, as deemed necessary, suitable for double occupancy, under contract between each participating property and Lions Clubs International, each with full private bath facilities, either existing or under construction, (the latter to be completed and available for inspection two (2) years prior to the convention dates.)

   No increase in room rates will be made after May 1, two years prior to the year in which the convention is held.

3. Additional Bid Requirements:

   a. A commitment for a convention hall or indoor arena; air conditioned, as deemed necessary, with a minimum of 12,000 seats in place, in full view of a stage area, approximately 40 feet by 70 feet, to accommodate the convention’s general sessions and other major events as scheduled. This facility must be available beginning the Monday preceding convention week through Tuesday of convention week, for a total of nine (9) days.

   In addition, the convention hall facilities must include a minimum of 170,000 square feet of suitable space with sufficient auxiliary meeting rooms for convention offices, air conditioned, as deemed necessary, to accommodate convention services such as
registration, certification, voting, club supplies, information, etc. This space must be available Thursday, preceding convention week through the Saturday of convention week for a total of ten (10) days, with sufficient storage space, through the following Monday.

A firm statement on the total cost for use of the proposed convention hall facilities must be included in the bid.

b. Acceptable facilities must be provided for the proper functioning of the district governors-elect school and convention headquarters hotel.

c. Each bidding city will be inspected as warranted, at the expense of the city, by the chairperson of the international convention committee or designee appointed by the international president and convention division staff prior to the board meeting where a convention site will be selected. Determination for the site inspection will be made after all of the convention bids have been received and in consultation with the chairperson of the international convention committee.

d. The International Board of Directors shall not select a convention city more than seven (7) five (5) years in advance.

4. **Bid Forms** – All cities wishing to bid for the international convention must file with the international office properly executed bid forms, supplied by Lions Clubs International, covering all necessary facilities required by Lions Clubs International, including individual hotel contracts, by November 15, of the year prior to the board meeting when the convention city is to be selected. The bids will be heard and a decision made at the March/April board meeting each year.

Supplemental documentation will not be accepted after March 1. The Convention Committee may limit the number of bids accepted each year.

All bidding cities shall be afforded equal opportunity in written presentation and consideration of bids.

5. **Site of Convention Outside USA** – A convention site outside the United States shall be chosen, at least once in every five (5) years, provided an acceptable bid of a non-continental United States site has been made.

6. **Bid Review and Preparation** – All bids submitted for convention sites shall be reviewed, prior to their submission to a meeting of the International Board of Directors, by the general counsel and Convention Division manager, to assure that all terms thereof, are consistent with board policy and that all such bids (together with all exhibits, housing agreements, letters of authority, lease forms and other legal documents necessary to legal completion thereof) are in hand and in form sufficient for submission to said board meeting. The general counsel and Convention Division manager, in cooperation with the international convention chairperson, shall take all steps necessary and proper to effect,
consistent with board policy, legal completion of all terms of any such bid prior to said board meeting.

Such bids shall include, without limitation, signed housing agreements, in form approved by the association, committing room and public space accommodations in the number and kind required by board policy. Any bid which shall include a commitment of rooms yet to be constructed shall contain a written statement detailing construction time tables on such accommodations.

The Convention Committee chairperson, in cooperation with the Convention Division and Legal Division shall prepare a comprehensive, comparative evaluation of each city’s bid. This evaluation will focus on the pros and cons of each bid and include a recommendation from the Convention Committee. This evaluation will be submitted to each member of the International Board of Directors no earlier than one (1) month in advance of the time at which the convention site vote shall be taken, but no later than twenty-four (24) hours prior to that time.

In the preparation of this evaluation, if it is determined that any bid is not in form sufficient for inclusion in such evaluation, within the time specified, the bid shall not be considered, nor submitted to the members of the International Board of Directors.

The International Convention Committee chairperson and those involved in the preparation of the evaluation will be present and formally submit the evaluation at the opening session of the March/April International Board Meeting for general review and discussion before a vote is taken to select the convention city in question. The vote shall be taken no later than the closing session of said international board meeting.

7. **Bids and Contracts** – The general counsel shall be responsible to see that all convention bids and housing contracts are executed by the association and returned to the appropriate parties within 180 days after the selection of the respective site by the International Board of Directors.

8. **Convention Site Correspondence** – Copies of all letters written by the convention committee chairperson and/or the convention division manager shall be furnished to the president, the vice president whose convention site such letters concern and the convention committee chairperson or convention division manager, as the case may be.

9. **Reinspection of Convention City**
   a. The vice president who will preside as president, accompanied by one adult companion, the Convention Committee chairperson, the Convention Division manager, and the Convention Services and Housing Department managers shall make a complete reinspection of the city approximately two years prior to convention to establish that suitable facilities are still available.
b. The vice president, accompanied by one adult companion, may make a visit to the site of the convention at which he/she takes office of president approximately two years in advance for the purpose of inspecting and recommending hotels/facilities for the district governors-elect seminar.

c. The president, accompanied by one adult companion may make a visit to the site of the convention over which he/she will preside as president approximately one year in advance.

10. **Reinspection Report** – The Convention Committee shall report the results of the inspection at the board meeting immediately following such reinspection.

11. Details of convention city bids shall remain strictly confidential and not be disclosed to other bidding cities.

**B. CONVENTION HOUSING AND REGISTRATION**

1. **Registration Fee**

   a. The board of directors interprets the language of Article II, Section 6 of the International By-Laws to mean that payment of the convention registration fee is required to attend any business session, official proceeding or convention activity including entry into any merchandise or exhibit area, unless otherwise authorized by the International Board of Directors’ Convention Committee or its designee.

   b. The registration fee, which includes the convention activity coupons, shall be established at the March/April meeting of the board of directors of the year which precedes the convention.

   c. Any child under 18 who wishes to secure an official convention badge, convention program and/or attend any official convention event that requires proof of registration will be required to pay the children’s fee approved by the board of directors for a given convention.

   d. A room deposit will not include the adult registration fee. Such deposits will be approved at the March/April board of directors meeting in the year preceding the convention. Room deposits and registration certificates will not be transferable.

2. **Pre-Registration** – In connection with international conventions, the individual Lion may fill out a pre-registration application, enclose the registration fee and receive a name badge, activity book and any appropriate convention information.

3. **Delegation Hotels** – A listing of delegation hotel assignments will be available at the Housing Office in the Convention Hall.
4. **District Headquarters Housing and Cancellation Deadlines** – Except as the board of directors may from time to time otherwise determine:

   a. The assignment of room reservations to a delegation headquarters hotel shall be made until the second Friday of January of the convention year or until the room allocation is depleted, whichever comes first.

   b. The convention committee shall establish the individual room reservation cut-off date. The cut-off date shall be determined no later than the closing session of the March/April board meeting of the year preceding the convention.

   c. Refunds of deposits for group room blocks consisting of 10 or more rooms shall be allowed until May 1 of the convention year.

   d. Refunds for pre-registrations cancelled shall be allowed until May 1 of the convention year.

   e. A processing fee of US$10.00 will be withheld from each approved refund for registration, and a fee of US$15.00 will be withheld from each approved refund for housing upon receipt of notice of cancellation prior to May 1 of the convention year. This will be effective with the 2016 convention in Fukuoka, Japan.

   Housing requests received after these dates shall be assigned if rooms are available. Appropriate notice of these deadlines shall be publicized in Lion Magazine and in such additional newsletters and bulletins necessary to accomplish this purpose.

5. **Housing Procedures** – All hotel room reservation requests must be processed through the Convention Division of Lions Clubs International. All reservations must be individually filed by Lion name, address, and club name on the official forms designated by Lions Clubs International. All hotel room reservations will be returned to individual Lions, or to a party, duly authorized by a multiple district council or district cabinet to coordinate group housing arrangements.

   No such party shall be recognized by the association unless and until said parties shall execute an agreement approved by the general counsel which protects the association against failure of said party to properly deliver reservation certificates or to comply with rules of the association concerning cancellation of reservations.

6. **Headquarters Hotel** – Hotel rooms in the international headquarters hotel shall be made available to the following and their families:

   a. The international family
   b. Past international presidents
   c. Past international directors
   d. Headquarters staff
After rooms are assigned in the international headquarters hotel to those listed above, housing may be allocated, as available, to the multiple districts of the:

- a. International president
- b. Immediate international past president
- c. International first vice president
- d. International second vice president
- e. International third vice president

[Highlighted changes take effect July 1, 2016]

International President and First Vice President: At international conventions and at board meetings held in conjunction with international conventions, a sufficiently large suite (two bedroom) is to be provided to accommodate the retiring international president and the president-elect and their adult companions and immediate family members (mothers, fathers, sons and daughters). Immediate family members do not include brothers, sisters, mothers-in-law, fathers-in-law, cousins or other relatives. In addition to the suite, a maximum of two double rooms will be provided by the association to accommodate the immediate family members. On other occasions and for other executive officers, a regular suite (one bedroom) is to be provided for the officer and one adult companion only, and such officer will be reimbursed only for actual expense incurred.

7. Past Presidents’ Accommodations – Past international presidents attending the international convention will be accommodated for eight (8) nights in the international convention headquarters hotel with a modest parlor and a connecting bedroom or, as circumstances dictate, a parlor with two (2) connecting bedrooms to share with another past international president. Assignments will be subject to annual review by the International Convention Committee based on availability and appropriate budgetary consideration. Past international president appointees to the international board will be afforded the same privilege for the pre- and post- convention board meetings.

8. Reserve Housing for Each District Governor – District governors will be allocated rooms at their district headquarters hotel if there is assignment of district headquarters. This allotment of rooms will be held until the cut-off date for individual reservations. District governors will be required to remit their room reservation deposit with their official housing request.

9. Reserve Housing for Each District Governor-Elect – Such housing shall be determined for a given convention subject to recommendations of the Convention Committee and approved by the International Board of Directors. Each first vice president may visit the site of the convention at which he/she will take the office of president for the purpose of inspecting and recommending hotels/facilities for the district governors-elect housing/seminar.

10. Suite (Complimentary) – The chairperson of the International Convention Committee shall be permitted a suite at the international convention, provided it is complimented by the host city. The number of complimentary rooms and suites shall be made known to the
board of directors and shall be assigned by the Convention Committee, subject to the approval of the board.

C. CONVENTION EVENTS AND ACTIVITIES

1. **Activities or Events Approval** – All activities or events proposed for an international convention will be subject to review by the Convention Committee and approved by the International Board of Directors. All such activities and events should be determined at the March/April board meeting one year prior to each convention.

2. **Meal Functions** – Ticket costs for meal functions shall be made on a basis that the entire cost of the function will be covered in the tickets sold. Such functions are not to be subsidized by Lions Clubs International.

3. **Shows and Entertainment Review and Bid Proposal** – Shows and entertainment format, acts and special effects shall be reviewed by the Convention Committee before finalization with show producers. Selection of producers through review of bid proposals shall be the joint responsibility of the Convention Division and the Convention Committee.

4. **Flag Ceremony**
   
a. Participation – The association policy governing recognition of countries and geographical locations, and the right of participation in international flag ceremonies shall not be affected by political issues existing among the peoples of any defined territory considered thereunder, and shall be and hereby is charged to grant country recognition and such right of participation to any country or geographical location which has an association approved flag.

   b. Except as the board of directors may from time to time otherwise determine, the flag of the host country shall follow the flag of the country that gave the organization birth, which will be preceded by the remainder of the flags in the inverse order in which they entered Lionism.

   The flag ceremony at the international convention shall include the following announcement, somewhat as follows:
   “Now we have the honor to present the flags of the nations in which Lionism is established.”

5. **Memorial Service** – Only present and past executive officers and directors, who have died since the previous convention, shall be named in the memorial service.

6. **Parade Participation**
a. The single or multiple district of the international president will lead the parade, followed by the single or multiple district of the immediate past president, the first vice president, and the second vice president and the third vice president, respectively. The parade will continue with international delegations wearing traditional costumes and carrying an association approved flag. The parade order of march will alternate each year as follows: [Highlighted changes take effect July 1, 2016]

1. M to A - then Z to N
2. N to Z - then A to M
3. A to Z
4. Z to A

The host district will be last, unless it is the home of an executive officer.

b. Vehicles shall be provided for the international family in the following order:

President  
Immediate Past President  
First Vice President  
Second Vice President  
Third Vice President  
Past International Presidents  
Directors  

[Highlighted changes take effect July 1, 2016]

c. Leos of the World shall be included in the parade order of march following the International Family. Leos shall be allowed to carry the Leo flag.

d. Delegations may submit a request to the convention committee to modify the parade order and march together with other international delegations no later than October 1 of the convention year.

e. Delegation participation in the parade shall be limited to Lions from countries and geographical areas officially recognized by Lions Clubs International.

f. Delegations may display banners in their parade units in support of candidates.

7. International Show

The international show shall be concluded with an appropriate international closing.

8. Forums, Meetings, Conferences

a. Seminars and Forums on International Relations – Part of the seminar or workshop for club presidents should include an emphasis on international relations.
b. Past International Directors Seminar – a seminar will be conducted by the immediate past international president at each international convention for past international directors, the subject matter of which shall include, but not be limited to, current information about programs, needs and concerns, generally, of the association and the incoming international president will be invited to participate in the seminar for the purpose of expressing his/her program and goals for the ensuing year.

9. **Service Activities Center** – A service activities center, together with appropriate translators, shall be made available in a highly visible location at international conventions. The purpose of this center will be to provide and display information on Lions Clubs International service activities exclusively and announce the availability of resource materials in those areas.

10. **Convention Sales** - Merchandise and Convention Trading Pins

   a. At international conventions districts and clubs may distribute authorized convention trading pins to their respective members with return of cost and/or contributions; otherwise, unless approved by Lions Clubs International no sales of merchandise and convention trading pins may be made except by the Club Supplies and Distribution Division.

   b. Six Lions shall be appointed by the international president as assistant sergeants-at-arms who will bring to the attention of security and the Convention Committee, any violation which may occur in the sale of convention trading pins and/or merchandise during international conventions for the necessary action by security and the Convention Committee.

**D. INTERNATIONAL FAMILY ARRANGEMENTS**

1. **Introductions** – Unless otherwise determined appropriate with respect to a particular convention, introduction of the international family at the international show shall consist of individual introductions of the president, immediate past president and vice-presidents and group introductions (not individually) of directors, past presidents, board appointees and administrative officers. Seating arrangements shall follow the same order.

2. **International Officers – Special Services**

   a. **Transportation Service** – Transportation service for the international convention shall be provided for the president, immediate past president, first and second and third vice presidents during the June/July board meeting and the convention period on a will-call basis with two hours advance notice required. [Highlighted changes take effect July 1, 2016]
b. **Shipment of Gifts** – The Convention Division shall arrange for packing and shipping of convention gifts for directors and past presidents. Lions Clubs International’s cost of packing is borne by Lions Clubs International, while the Directors or Past International Presidents are to pay all shipping charges.

3. **Convention Awards**

   a. **Retiring International President** – An appropriate certificate, suitably framed, shall be presented during the convention to the retiring international president. This certificate shall be of the highest quality design and be signed by all executive officers and directors.

   b. **Election** – A Certificate of Election, signed by the president and attested to by the secretary, shall be sent to each newly elected director and executive officer of the association.

4. **Activity Coupons/Tickets**

   a. Activity coupons at international convention shall be furnished without cost to members of immediate families of executive officers, directors, past presidents, administrative officers and members serving on board committees.

   Two activity coupons shall be provided without charge to each past international director in attendance at the convention for use by him/her and one adult companion.

   b. Two tickets for the past international presidents and past international directors banquets at the international convention shall be furnished without charge to each past international president and past international director in attendance for use by him/her and one adult companion.

5. **Housing**

   (Refer to “Convention Housing and Registration” Paragraph B, Items 6 & 7)

6. **Official Banquets**

   a. **General**

      (1) The international president shall appoint a chairperson for each banquet.

      (2) No certified candidate for the office of international director or third second vice president shall be seated at any head table. [Highlighted changes take effect July 1, 2016]

   b. **Arrangements**
(1) **Past International Presidents and Past International Directors Banquet**: The head table shall include the following Lions and their adult companions. The immediate past international president, first vice president and the third vice president, banquet chairperson and a past president or past director selected by the international president to represent him/her. **[Highlighted changes take effect July 1, 2016]**

(2) **District Governors and Past District Governors Banquet**: The head table shall include the following Lions and their adult companions, the international president, second vice president, banquet chairperson, administrative officers and past district governors selected by the immediate past president and first vice president to represent them. The international directors shall be seated in a reserved area.

c. **Procedures**

   Budgets, menus and any entertainment shall be subject to approval of the International Convention Committee. Other arrangements pertaining to the program format for each banquet may be developed by the respective banquet chairperson with the approval of the International Convention Committee. Program content will be non-political in nature.

E. **ELECTION PROCEDURE**

1. **Make-up of the Credentials Committee** – The president shall appoint all members (a constitutional requirement). It is recommended that the chairperson and vice chairperson of this committee be selected by the president. Other members to be selected as follows:

   One member to be selected by the immediate past president
   One member to be selected by the first vice president
   One member to be selected by the second vice president
   One member to be selected by the third vice president

   **[Highlighted changes take effect July 1, 2016]**

   Three additional members to be selected by each candidate for an executive officer position other than the current executive officers.

2. **Make-up of the Elections Committee** – The president shall appoint the chairperson, the vice chairperson, and three other members who under the direction of the chairperson, shall supervise all phases of the election. Additional members of the committee shall be appointed as follows:

   a. Not less than two nor more than ten members to be selected by each candidate for each executive officer position for which there is more than one candidate.
b. Each director candidate to select up to two members.

c. Candidate must report the committee appointments two weeks prior to the opening of the convention.

d. Other members up to a total of 80 to be approved by the committee chairperson on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.

e. One member of the committee selected by each candidate for an executive officer position shall be designated by the chairperson as observers. The observers, together with the chairperson of the committee, shall also constitute a Judging Committee (within the Elections Committee) to rule as to the legality of all questionable ballots. All other members of the committee shall perform such duties as are assigned to them by the chairperson and/or vice chairperson; provided, however, that one member selected by each director candidate, as designated by the chairperson of the committee, may also observe any phase of the counting process at any time.

It shall be the duty of those persons making the selections for appointment to this committee to make sure that all such appointees accept their appointments and appear for duty promptly as directed, and such appointees not so reporting for duty may be replaced by the chairperson on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.

3. **Elections Year Badges for Elections Committee** – Distinctive elections committee badges shall be worn by Elections Committee members at all times.

4. **Elections Committee Voting Time** – Members of the Elections Committee who have been certified as voting delegates shall be permitted to vote in a specific time determined by the chairperson of the elections committee to facilitate carrying out their assigned duties. Elections Committee badges shall be accepted by the sergeants-at-arms for permitting advance entry to the voting area.

5. **Refreshments** – An adequate supply of appropriate food and refreshments shall be furnished all Elections Committee members at appropriate times during the course of the voting and counting of the votes.

6. **Campaign Expenditures** – Candidates for international offices shall exercise moderation insofar as campaign expenditures are concerned.

7. **Candidate Campaign Material** – The use of posters, signs, banners, and similar campaign material shall not be permitted at an international convention by or on behalf of a Lion who is not a candidate for office at the convention. Posting of campaign material for certified candidates within the area of the convention hall will be determined by the International Convention Committee.
8. **Candidates for International Offices – Speeches**

   a. Second and Third Vice President candidates shall be allotted a total of eight (8) minutes during which time they may speak to the delegates assembled or, if they choose to do so, have someone speak in their behalf, or at their discretion utilize said period for a combination of such purposes.

   [Highlighted changes take effect July 1, 2016]

   b. Candidates for the office of international director, following their nomination for such office by the chairperson of the Nominations Committee, shall be allowed not to exceed two (2) minutes during which time they may speak to the delegates assembled or, if they choose to do so, have someone speak in their behalf, or at their election utilize said period for a combination of such purposes.

   c. At the conclusion of the association’s business session during which nominations for such offices are scheduled, candidates may remain in the convention hall, immediately upon recess or adjournment, for a period of approximately thirty (30) minutes during which time delegates may meet and talk with them. Candidates may make themselves available in front of the stage at the front of the hall.

   d. The Official Convention Program shall contain a statement at the end of this business session schedule as follows:

   Candidates for all offices who choose to do so will remain in the convention hall in front of the stage, for a period of approximately thirty (30) minutes, where delegates will have an opportunity to talk with them.

   a. No candidate for the office of second vice president or international director shall be permitted to speak at any official function of the international convention or District Governors-elect Seminar.

9. **Convention Election Ballots**

   a. Positions of Candidates’ Names - Positions of candidates’ names on international convention ballots shall be as determined by lot drawing conducted by the convention Nominating Committee. Names of candidates shall be so listed for all offices to be filled and said offices shall be listed on the ballot in the following order:

   International president
   First vice president
   Second vice president
   Third vice president

   [Highlighted changes take effect July 1, 2016]
Directors from India, South Asia, Africa and the Middle East

Directors from Australia, New Zealand, Papua New Guinea, Indonesia and the islands of the South Pacific Ocean

Directors from Canada

Directors from Europe

Directors from the Orient and Southeast Asia

Directors from South America, Central America, Mexico and Islands of the Caribbean Sea

Directors from the United States of America and its affiliates, Bermuda and the Bahamas

b. Amendments to International Constitution and By-Laws - All constitution and by-laws amendments proposed at international conventions shall be voted upon by written ballot.

10. Credentials, Certification, Voting

a. Registration – Dates and times of registration at the convention will be determined for a given convention by the International Board of Directors based on recommendations from the Convention Committee. All persons who wish to be certified as a voting delegate or non-voting alternate delegate must pay the full specified registration fee and complete the registration process as established for the convention before his/her credentials may be certified.

b. Credentials – Dates and times for operation of the credentials certification area will be determined for a given convention by the International Board of Directors based on recommendations from the Convention Committee. The following procedure will be utilized in pre-certifying delegates to the convention and in confirming credentials at the convention.

(1) Credential Forms: Delegate/Alternate Delegate form will be published on the association’s Web site in all official languages and published in the February and April official headquarters editions of the “Lion Magazine” and all other official editions of the “Lion Magazine” (directed material for all official editions).

i. Club officers must complete the Delegate/Alternate Delegate form specifying the names of the delegates and alternate delegates. A separate form must be submitted for each delegate or alternate delegate (one signed form per person).
ii. All Delegate/Alternate Delegate forms must be signed by the duly authorized officer of such club.

iii. All Delegate/Alternate Delegate forms must be signed by the delegate or alternate delegate.

iv. All delegates should return their half of the signed Delegate form to the international office no less than one month preceding the convention. All alternates should hand carry their entire signed form with them to the convention for processing in the event that they become a delegate.

v. Delegates who do not submit their delegate forms to headquarters in advance of the international convention must bring a duly authorized officer of their club to the certification area. For alternates who do not have a signed form and are going to replace a delegate in the case that the authorized or certified delegate cannot vote, must bring a duly authorized officer of their club to certification area to transfer to a delegate. If no club officer is present, such form may be signed by the authorized district officer of the district in which the club is located.

(2) **Replacement Forms:**

If the club wishes to replace a delegate whose name has already been submitted to the international office, the club must notify the international office.

(3) **Computer:** The association computer will be utilized to process the delegates.

i. Credential Card: A credential card will be generated for the certified delegate.

ii. Replacement requests, replacing delegates already submitted to the international office, should be received in the international office one month preceding the convention. Otherwise, these requests should be brought to the convention and handed to the appropriate credentials staff in the credential area.

(4) **Delegate Certification:**

i. All delegates will be certified as part of their respective multiple district, whether or not there are clubs from two or more countries in said multiple district.

ii. Delegate and/or alternate delegate must register in order to be certified.

   a) Credentials staff will be Lions Clubs International staff members and/or clerical personnel who will be supervised by the Credentials Committee.
iii. Delegate and/or alternate delegate must present positive identification and convention name badge to the credentials staff. Identification must be a government issued photo ID or other positive identification acceptable to the Credentials Committee.

iv. Credentials staff shall give the delegate copy of the credential card to the delegate and the delegate must present such copy to the voting personnel in order to secure a ballot.

v. Credentials Committee: The Credentials Committee shall act in an advisory and supervisory capacity only and shall rule on any questionable matters relating to an individual Lion’s eligibility to be certified, which shall require a majority agreement of the committee. No member of the committee shall physically certify or validate an individual delegate’s credentials. No delegate may be certified unless he/she meets all requirements for certification and positively no deviation from the established procedures, under any circumstances, shall be made.

vi. In case of equipment or power failure or other significant event, the members of the Credentials Committee in consultation with the Constitution and By-Laws Committee of the International Board of Directors may, by the decision of a majority of its members, implement an emergency process to facilitate the certification process. That shall be consistent in principle with these rules and preserve the integrity of the certification process.

(5) Replacement of Delegates:

Prior to the close of registration and certification:

i. To replace a delegate, the alternate delegate must surrender the delegate credential card and the original signed Alternate Delegate form. If the alternate does not have a signed Alternate Delegate form or the original delegate’s credential card, and a duly authorized officer must accompany the Alternate to the Certification area. The will be required to sign the credential card for the transfer of alternate to delegate to take place. The club officer’s intention takes the precedence in case both the club and district officers signing for the different delegates.

(6) Translators shall be furnished in the areas of registration, certification or credentials and voting up to time delegates are handed their ballots, to assist those delegates who do not speak English.

c. Voting

In case of equipment or power failure or other significant event, the members of the Credentials Committee and the Elections Committee chairperson and vice
chairperson in consultation with the Constitution and By-Laws Committee of the International Board of Directors may, by the decision of a majority of its members, implement an emergency process to facilitate the voting process. That shall be consistent in principle with these rules and preserve the integrity of the voting process.

(1) Unless otherwise determined by action of the international board, general voting will be held between 7:30 am and 10:30 am on the final day of the convention.

(2) The use of election equipment in connection with elections and other matters requiring a secret ballot is hereby authorized subject to a determination by the Executive Committee that such use is feasible and practicable, the same to be purchased or rented as may be determined by the Executive Committee.

(3) To secure a ballot (candidate ballot and constitution ballot), the delegate must report to his/her appropriate language station (language area which will be easily identifiable by a language sign).

(4) The delegate will present the credential card to the voting staff. Ballot instruction sheets shall be made available in all the approved languages of Lionism to delegates who do not speak English.

(5) Any ballot containing votes for more or less than the specified number of offices to be filled in any section shall be declared invalid as to that particular section.

When the delegate has completed voting, he/she shall place the ballot in a secured “voted ballot” container. In the event a delegate spoils his/her ballot, he/she may return the ballot to Elections Committee personnel, who shall issue him/her a new ballot. Elections Committee personnel shall maintain all spoiled ballots.

d. **Voting Process** – The Elections Committee will oversee the voting, count ballots, conduct a thorough audit and prepare and present specified reports of the election results. The chairperson of the Elections Committee shall call a meeting of his/her entire committee at a time and place sufficiently prior to the opening of voting to provide adequate instruction in the procedures to be followed.

(1) All ballots will be prenumbered consecutively and packaged in bundles for each of the official languages that will be distributed from the respective voting station.

The ballots for amendments to the International Constitution and By-Laws shall be printed in all official languages of the association.
(2) The chairperson or vice chairperson of the Elections Committee shall secure all “voted” credential cards as they are collected.

(3) Only the Elections Committee will have access to the secured “voted ballot”.

(4) If a delegate reports to the voting area without the credential card, the delegate must go to “Lost Credentials” area to get replacement.

e. **Vote Counting**

(1) The Elections Committee will have complete control and responsibility for ballots which have been voted.

(2) The Elections Committee may commence the counting of the ballots at such time as the chairperson of the Elections Committee shall direct. Periodically during the conduct of the election, at the direction and under the supervision of designated Elections Committee personnel, voted ballot will be removed from the “voted ballot” container, delivered to the personnel operating the optical scanner and processed through the same. At the conclusion of the voting and such counting, all ballots which have been so processed, together with all spoiled ballots, shall be turned over to the appropriate Elections Committee personnel, the designated Elections Committee personnel will then take the totals “printed out” by the ballot counter machine, prepare the required reports and submit the same to the convention.

The Elections Committee shall audit the ballot count as many times as it deems necessary to assure an accurate count and report.

(3) The Elections Committee chairperson shall designate one member of the committee selected by each candidate for an executive officer position, to serve as observers and together with the chairperson, shall constitute a Judging Committee (within the Elections Committee) to rule as to the legality of all questionable votes. All other members of the committee shall perform such duties as are assigned to them by the chairperson and/or vice chairperson; provided, however, that one member selected by each director candidate as designated by the chairperson of the committee may also observe any phase of the counting procedure at any time. It shall be the duty of those persons making the selections for appointment to this committee to make sure that such appointees accept their appointments and appear for duty promptly as directed, and such appointees not so reporting for duty may be replaced by the chairperson on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.

(4) The Elections Committee will keep complete and accurate records of votes cast. A separate record of all ballots declared to be invalid must be kept. All ballots must be retained, both valid and invalid.
(5) No members of the Elections Committee shall be permitted to leave the counting and tabulating area until all counting has been completed, except upon permission of the chairperson or vice chairperson.

(6) The Elections Committee will prepare and present a report of the results of the elections at the final convention session for adoption by the delegates. Such reports shall conform to requirements of the International Constitution and By-Laws.

(7) The Elections Committee shall submit the completed reports to the international office along with all records of the election, such as ballots, credential cards, credential book, tally sheets, etc.

(8) No bands or propaganda or election material shall be permitted in or near the area where the voting takes place. Lions Clubs International employees may be assigned as floor supervisors to assist the election committee. The Information Technology Division Manager and his/her assistant may assist the elections committee in managing the election. No Delegate shall remain in the voting area longer than is reasonably necessary to cast his/her ballot.

(9) The vote on any proposed amendment to the International Constitution and By-Laws shall be under the same rules as provided hereinabove for election of officers. Voting on all questions other than election of association officers and amendments to the International Constitution and By-Laws shall be by such method as the presiding officer of the convention shall deem proper, unless the assembled delegates shall otherwise provide.

(10) The current number of certified delegates, listed by state and country, shall be made available to convention attendees.

(11) No candidate for international office may withdraw from the contest after the Nominating Committee meeting.

(12) Election voting results shall be provided at the international convention to the association’s executive officers, international directors, members serving on board committees, past international presidents and to the newly elected executive officers and international directors and unsuccessful international candidates. In addition, a copy of the results of said election shall be made available to any Lion upon request.

(13) The international office shall furnish information on the previous convention as to the number of delegates and alternate delegates that were certified and the number of delegates who voted.
F. PERSONNEL/PROCEDURES (APPOINTEES, MODERATORS, GUEST SPEAKERS, HEADQUARTERS STAFF)

1. Employees Assignments and Approval
   a. Employees from the international office shall not be taken to international conventions held outside of Chicago, provided the type of personnel required can be secured in the convention city where the international convention is held. The names of all employees, with assignment descriptions, shall be submitted to the executive administrator for approval.

   b. Employees – Language Identification of Translators – Members of the staff who speak languages other than English shall, at international conventions, wear appropriate identification of those languages.

2. Reimbursement of Appointees

   The association shall reimburse no more than five (5) of the following as designated by the International President for their international convention expense, in line with established General Reimbursement Policy:

   a. Chairperson of the Credentials Committee
   b. Vice Chairperson of the Credentials Committee
   c. Chairperson of the Elections Committee
   d. Vice Chairperson of the Elections Committee
   e. Sergeant-At-Arms
   f. Assistant Sergeant-At-Arms
   g. Chairperson of the Nominating Committee
   h. Vice Chairperson of the Nominating Committee

   Except as otherwise provided, such expenses shall be charged to the convention budget.

3. Reimbursement Procedures

   a. Credentials Committee Reimbursement – The members of the Credentials Committee appointed to serve without reimbursement shall receive payment for the approved per diem for three days expense.

   b. Staff Per Diem – The per diem allowance for staff working at the international convention shall be established by the International Board of Directors.

4. Speakers – Seminars

   a. Speakers on the various topics at seminars should be chosen according to their expertise on a given subject.
b. As far as possible, without compromising the need for expertise, speakers from various language and cultural groups should be selected.

c. Speakers who are non-English speaking should be encouraged to make their presentation in their native language.

d. A qualified translator should be provided for each non-English speaking speaker at each seminar. (Since the number of staff translators would not be adequate for this function, speakers would be encouraged to provide their own translator, if possible. Otherwise, translation service might have to be purchased.)

e. Translation of all non-English speaking presentations should be made into English.

5. Appreciation Certificate or Gift for Convention Speakers – A certificate of appreciation or an appropriate gift shall be presented on behalf of the association to all guest speakers at the international convention.

G. CONVENTION INFORMATION – PUBLICATIONS, COMMUNICATIONS

1. Convention Proceedings – Official Convention Proceedings shall be completed by December 31 of the year in which the convention is held. The Convention Proceedings shall be given to the members of the International Board and Past International Presidents and made available to Past International Directors and District Governors upon request.

2. Convention Highlights – Convention Highlights shall be displayed in the convention center and include pictures of the candidates for international office, if supplied by the candidates in advance.

3. Publicity and Notices of Seminars and Sessions – The Convention Division shall properly publicize official sessions and seminars in applicable publications.

4. Suggestion Box – A suggestion box shall be utilized in an appropriate location where the individual Lion can present ideas for consideration at the next annual convention.

5. Translation Equipment – The district governors-elect seminar will be conducted in English and translated into all official languages. The plenary sessions will be conducted in English and translated into each official language unless deemed unnecessary by the Convention Committee. Delegates using translation equipment will be required to pay a suitable deposit, refundable upon its return.

6. Magazine Editors’ Meeting – Editors of Lion Magazine shall be encouraged to meet at the time of the Lions International Convention and at no expense to Lions Clubs International.

H. BADGES
1. **Name Badges** – The convention badge shall contain a medallion giving the year and place of the convention.

2. **Delegates** – Delegate sticker shall show thereon the year of the convention.

3. **Non-Lions** – No Lions’ badges shall be provided for any group of non-Lions, unless approval has been granted by the board of directors of the association.

4. **Badge Replacements** – Convention identification badges shall be supplied to the international family, past officers, and their adult companions, as well as headquarters staff, only upon change of office or appropriate notification when such badge is lost or damaged.

5. **Staff Badges** – All headquarters staff at conventions shall wear a name badge attached with an easily-identified ribbon that says “STAFF.”

**I. SOURCE OF REVENUE**

1. BE IT RESOLVED, That, the Convention Committee shall have authority to seek appropriate sources of revenue to augment registration and other fees of the association to fund all aspects of the international convention, with such sources to include, but not by way of limitation, magazine ads, program ads, commercial sponsors, governmental sponsors, etc.; provided, however, that any necessary contracts shall be negotiated and executed by the appropriate officers and staff representatives of the association, that any use of the association’s name and emblem shall be appropriate and require approval of the association’s general counsel, and that income realized from any such sources and arrangements shall be treated and handled in accordance with association accounting practices then in force and effect.

2. All official exhibitors at the International Convention shall be permitted to conduct sales in their designated booth space so long as the items do not include the Lions Clubs International emblem and the association approves the items in advance.
A. EXCELLENCE AWARD RULES

The excellence awards were created to recognize District Governors, First Vice District Governors, Second Vice District Governors, Region Chairpersons and Zone Clubs that reach a standard of excellence in membership growth, club management and service. Criteria is recommended by the District and Club Service Committee and approved by the International Board of Directors.

B. 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 1.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 re due by August 20th). If claims are received more than 60 days or later after the deadline, they will not be considered or allowed.

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Effective March 4, 2016
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.

C. **DISTRICT GOVERNORS-ELECT SEMINAR EXPENSE**

1. Lions Clubs International will reimburse authorized travel expenses for district governors-elect as follows:

   a. All travelers are expected to follow the annual guidelines provided by Lions Clubs International Travel Department when making travel arrangement.

   b. One (1) economy round-trip airline ticket for the district governor-elect by the shortest and most direct route for the approved travel dates only. Reimbursement for one (1) economy roundtrip airline ticket for one eligible adult companion will be provided based on actual cost not to exceed US$500.00. See C.3. and C.4 for limitations on reimbursement.

   c. Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel. Reimbursement will be made upon the submission of an expense claim and original receipts.

   d. If the mode of transportation is automobile, reimbursement will be based on the cost of mileage, tolls, hotel, meals and parking expenses subject to the District Governor reimbursement policy. Total expenses are not to exceed 1.5 times the most reasonable available negotiated airfare by the shortest and most direct route (as determined in Paragraph 1.b.) for the district governor-elect and one adult companion. If no companion is attending, then only one airfare is reimbursed. Reimbursement will be made upon the submission of an expense claim and original receipts.

   e. If mode of transportation is bus, train or boat/ferry, total expenses are not to exceed 1.5 the most reasonable available negotiated airfare by the shortest and most direct route (as determined in Paragraph 1.b.) for the district governor-elect and one adult companion. If no companion is attending, then only one airfare is reimbursed.
Reimbursement will be made upon the submission of an expense claim and original receipts.

2. Other District Governors-Elect Seminar reimbursements will be:

   a. Hotel room for nine (9) days up to maximum allowable amount to be set by the Board of Directors each year.

   b. Seven (7) days meal expense up to maximum allowable amount to be set by Board of Directors each year.

3. The expense for the district governor-elect of a district below 35/1250 for over 2 years or provisional district to attend the district governors-elect seminar and the international convention will be reimbursed according to the policies established annually by the board but not the expense of the companion, with an exception of provisional districts which have been in the provisional designation more than 30 years.

4. Districts below 35/1250 for over 2 years and Provisional districts showing a net membership gain in a full fiscal year will have the travel expenses for the adult companion reimbursed as provided by policy for that year’s district governor to attend the District Governors-Elect Seminar.

5. Reimbursement will be made in local currency in countries where Lions Clubs International has a bank account.

6. Every attempt should be made to attend the District Governor-Elect Seminar. If the District Governor-Elect is unable to attend the full seminar, the expenses may only be reimbursed with the approval of the International President.

D. DISTRICT ORGANIZATIONS

1. The territory of chartered Lions clubs shall be divided into districts and administrative units as provided herein.

   a. A single district is a defined territory in which the clubs may elect a district governor.

   b. A sub-district is a district forming part of a multiple district.

   c. A multiple district is a defined territory comprised of two or more sub-districts.

   d. A provisional district is one in the development stage as defined in Section F of this Chapter IX.

   e. A provisional region is a defined territory consisting of nine (9) to sixteen (16) clubs in an otherwise undistricted territory.
f. A provisional zone is a defined territory consisting of three (3) to eight (8) clubs in an otherwise undistricted territory.

g. The titles “provisional district,” “single district,” and “sub-district,” and definitions thereof, shall be and are used solely for purposes of clarity of intent and shall not be considered as required titles for districts which they concern. For all other purposes of the association, provisional districts, single districts, and sub-districts shall be referred to and known simply as districts.

2. PROVISIONAL ZONES AND REGIONS

a. At the time three (3) to eight (8) Lions clubs have been chartered in any nation, colony or territory that is otherwise undistricted, the international president, with the concurrence of the board of directors, shall have the power to form such clubs into a provisional zone. The delegates of the clubs which comprise said provisional zone may elect a provisional zone chairperson.

b. When nine (9) to sixteen (16) Lions clubs have been chartered in any nation, colony or territory that is otherwise undistricted, the international president, with the concurrence of the board of directors, shall have the power to form such clubs into a provisional region. The delegates of the clubs which comprise said provisional region may elect a provisional region chairperson. The provisional region chairperson shall divide the region into zones and shall appoint one zone chairperson for each zone in the region.

E. PROVISIONAL DISTRICTS

1. When seventeen (17) or more Lions clubs have been chartered with a total of four hundred fifty (450) Lions within the confines of a nation, colony or territory that has no other districts, the international president, with the concurrence of the board of directors, shall have the authority to form such clubs into a provisional district and to appoint a district governor, where it appears to be in the best interests of the association, and of the clubs to be involved in such provisional district.

   The district governor so appointed shall form a cabinet of district officers of at least five (5) members, in accordance with the International By-laws Article 8, Section 6 District Cabinet with such other cabinet members being known as the first vice district governor, second vice district governor, region chairperson (if the position is utilized during the district governor’s term), cabinet secretary-treasurer and zone chairperson.

2. The effective date of a new provisional district is at the close of the International Convention following its approval date.

3. The board of directors shall appoint the governor of a provisional district annually. Provisional districts must submit the recommendation of a qualified Lion to serve as
district governor no later than March 1st of each year to the District and Club Administration Division. It is recommended that provisional districts hold the annual conventions prior to the March 1 due date so a recommendation can be made using the district election process set forth in the International Constitution and By-Laws. In cases when the convention cannot be held prior to March 1st, a special meeting may be called to select a candidate to recommend to the board of directors. It is recommended that the district promote the first vice district governor to the district governor elect position. A vote of “no confidence” cannot take place at a special meeting. If the Lions who attend the special meeting fail to recommend the first vice district governor as district governor elect, then the district must hold a special meeting of the club delegates of the district to recommend a district governor elect in accordance with the district governor election process. The election process must meet the requirements as outlined in International By-Laws Article IX District Convention and Elections and conducted in accordance with the provision of the respective district constitution and bylaws. It should be further noted that in all cases the outcome of the convention or the special election is only a recommendation to the board and in all cases, the International board of directors will make the final appointment. When the recommended Lion is not the district’s first vice district governor, the district must submit a written explanation detailing the reason why the first vice district governor was not recommended.

4. Upon reaching a minimum of 35 clubs and 1,250 members in active status as reported on the association’s cumulative membership report ending June 30, the provisional district will be recognized as a full district at the beginning of the following fiscal year.

5. The International Board of Directors reviews the designations of provisional districts twice annually.

F. TRANSITIONAL DISTRICTS

Transitional districts are districts that are not provisional districts and have fewer than 35 active clubs or 1,250 active members as reported on the association’s monthly cumulative report. Transitional districts remain in transitional status until the district reaches 35 active clubs and 1,250 active members.

G. SINGLE CLUB TRANSFERS

A club may transfer from one district to an adjacent district and boundaries changed accordingly without the necessity of following the formal redistricting procedures if such transfer does not substantially change the existing district boundaries. The approvals of a majority of the members of the club, the current district governors of the respective adjacent districts, and the district governors’ cabinets of the respective adjacent districts are required. Documents signifying the approvals are submitted to the international office for review and action.
H. REDISTRICTING

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 district(s) minutes, and 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 of which one or more sub-districts 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.

I. COORDINATING LION PROGRAM

1. Purpose
   The Coordinating Lion Program shall assist in the overall development of Lionism in undistricted countries, provisional districts, transitional districts, and districts with long-term district governor vacancies.

2. Selection
   Upon identification of a potential new Lions country, or when the International Board of Directors deems additional support is needed for a district as mentioned in 1., a Coordinating Lion shall be selected and appointed by the board for the term of one year or less. Reappointment shall be permissible with the board’s consent.

3. Qualifications
   a. Lions club member in good standing over 10 years;
   b. One year of experience each as:
      - Club president
      - Zone chairperson;
   c. Familiar with the people, culture, life of the assigned country or district;
   d. Ability to speak the language of the assigned country or district preferable.
   e. Other valid experience may be substituted for the above mentioned qualifications.

4. Responsibilities
   a. Render support and assistance to the clubs and members in the area;
   b. Ensure that the clubs are functioning properly and conducting meaningful service activities on a regular basis;
   c. Conduct orientation meetings to increase members’ knowledge about Lionism worldwide;
   d. Encourage and assist organization of new clubs;
   e. Work closely with other Lions and International Officers involved;
   f. Any other tasks and duties assigned by the board.
   g. Act in the capacity of a District Governor when a vacancy exists in the district governor position or permission is granted by the International Board of Directors.

5. Reporting
   Report to the District and Club Service Committee of the board no less than 3 times a year through the District and Club Administration Division at Headquarters.
6. **Reimbursement**
   The expenses of Coordinating Lions shall be reimbursed up to US $4,500 per year according to the established reimbursement policy. Coordinating Lions who assist areas with district governor vacancies will be able to utilize the district governors’ budget according to the established reimbursement policy with care given to limit expenses so that if a replacement is appointed funds will be remaining to allow the newly appointed district governor to carry out the business of the district.

7. **Additional Assistance**
   In unique situations when a Coordinating Lion is assigned to a districted area he or she, with the approval of the District and Club Service Committee, may appoint up to three Lions to act as assistants to the Coordinating Lion to provide support in the area of club management, membership growth or other assistance as needed by the district. These individuals would not be allocated a budget, but may, with the approval of the Coordinating Lion, be reimbursed from the funds available to the Coordinating Lion as outlined in item six and in accordance with the established reimbursement policy.

J. DISTRICT OFFICER, COORDINATOR AND CHAIRPERSON RESPONSIBILITY

1. **District Global Membership Team Coordinator and District Global Leadership Team Coordinator**

   Only a Lions club member may be appointed as a district GMT or GLT Coordinator. A district GMT and GLT Coordinator shall be appointed for a three year term by the district governor in consultation with the respective GMT and GLT Area Leader, GMT-MD and GLT-MD Coordinators (where applicable), First Vice District Governor and Second Vice District Governor. The following coordinator positions are officially approved and recommended as outlined in Section O. of this chapter.

   District Global Membership Team Coordinator
   District Global Leadership Team Coordinator

2. **District Chairperson**

   Only a Lions club member may be appointed as a district chairperson. A district chairperson shall be appointed by the district governor and a tab with the words “District Chairperson” shall automatically be included in the district governor’s supplies. The following district chairpersons are officially approved and recommended:

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

Any other tabs with the words “District Chairperson” shall be made available for purchase from the Club Supplies and Distribution Division.

3. **FIRST VICE DISTRICT GOVERNOR**

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

a. Further the purposes of this association;

b. Perform such administrative duties assigned by the district governor;

c. Perform such other functions and acts required by the International Board of Directors;

d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;

e. 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;

f. Conduct club visitation as the representative of the district governor when requested by the district governor;

h. 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;

h. 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.

i. 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;

j. At the request of the district governor, supervise other district committees;

k. Participate in the planning of the next year including the district budget;
l. 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.

4. SECOND VICE DISTRICT GOVERNOR

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

a. Further the purposes of this association;

b. Perform such administrative duties assigned by the district governor;

c. Perform such other functions and acts required by the International Board of Directors;

d. 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;

e. 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;

f. Conduct club visitation, as the representative of the district governor, when requested by the district governor;

h. Assist the district governor and first vice district governor in planning and conducting the annual district convention;

i. 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:

j. 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;

k. Work with the District Information Technology Committee and assist the committee to promote the use of the association’s web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;

l. At the request of the district governor, supervise other district committees;

m. Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;

n. 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.

K. CABINET OFFICER PINS AND DECALS

1. Lapel Pins

   a. A lapel pin is provided without charge, worded in English to district governors, first vice district governors, second vice district governors, region chairpersons, zone chairpersons and cabinet secretary-treasurers (or cabinet secretaries and cabinet treasurers as the case may be).
   b. The use of the existing district governors’ lapel pins with the year of service shall be continued. Past district governors’ pins may be purchased through the Club Supplies and Distribution Division.

2. Decals

   Decals are to be furnished free of charge to both current and past district governors.

L. CONTACT INFORMATION

1. Lists of members of Lions clubs shall be issued electronically only to districts (single, sub-, provisional or multiple) for use within their respective districts when those making the request agree to pay the cost for preparing such lists. A written statement should be presented by the district governor, or in a case of a multiple district, the council chairperson on behalf of the council of governors, stating the purpose of the lists and that the lists shall not be used for political activity beyond that specified in Chapter XIX, item G. or commercial purpose. The respective district (single, sub-, provisional or multiple) shall be assessed a US$5,000.00 penalty in the event membership information is used in an improper manner or is duplicated without authorization. Only the contact information of members with the proper consent will be sent. Preparation of this information shall be limited to the equipment available at the international headquarters.

2. Listing – No request for a list of district officers elect shall be honored until such time as the list is complete and ready for general distribution as vital information.

3. Lists of current district officers, district committee chairpersons or club officers within a constitutional area may be requested for Lions related projects or programs. These requests must be made by:

   a. International board members for area forum promotions.
   b. Foundation presidents for board approved foundation activities.
The requests shall include an agreement to pay the costs in preparing the list and a statement of the purpose for which the list will be used. Specifically, the list shall not be used for fundraising, political activity, nor functions with related outside business interests. Each request is for a one-time use and the request must include an agreement to delete the information when the intended purpose of the information has been served. These lists shall be limited in the same manner as indicated in paragraph 1 above.

d. The scope of the contact information and the cost of delivery of the same shall be determined by the relevant operation procedures.

M. COUNCIL CHAIRPERSON SELECTION

Multiple districts shall be encouraged to elect or appoint council chairpersons from current or immediate past district governors. A pin with the words COUNCIL CHAIRPERSON shall automatically be sent to each council chairperson at the beginning of his/her term of office.

N. MULTIPLE DISTRICT COORDINATORS AND CHAIRPERSONS

1. MULTIPLE DISTRICT GLOBAL MEMBERSHIP COORDINATOR AND MULTIPLE DISTRICT GLOBAL LEADERSHIP COORDINATOR

Only a Lions club member may be appointed as multiple district GMT or GLT coordinator. For multiple districts assigned to a GMT/GLT area or special area comprised of 2 or more multiple districts, a multiple district GMT and GLT coordinator shall be appointed for a three year term by the council of governors in consultation with the respective GMT area leader or the respective GLT area leader and the council chairperson.

For multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple districts, no multiple district GMT and GLT coordinator shall be appointed, unless specifically approved by the International President.

The following coordinator positions are officially approved and recommended as outlined in Paragraph O. of this chapter.

Multiple District Global Membership Team Coordinator
Multiple District Global Leadership Team Coordinator

2. MULTIPLE DISTRICT CHAIRPERSONS

Only a Lions club member may be appointed as a multiple district or district chairperson. The council of governors shall appoint multiple district chairpersons. The following multiple district chairpersons are officially approved and recommended:
O. MULTIPLE DISTRICT, SINGLE DISTRICT AND SUB-DISTRICT GLOBAL MEMBERSHIP TEAM (GMT) AND GLOBAL LEADERSHIP TEAM (GLT)

1. Purpose
The Global Membership Team (GMT) and Global Leadership Team (GLT) operate as interdependent, parallel structures to expand membership growth and enhance leadership development. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives. Both the GMT and GLT work in coordination with the District Governor Team at the district level, and the Council Chairperson and Council of Governors at the multiple district level. The integrated efforts of the GMT, GLT and multiple district and district leaders focus on effectively addressing regional growth and development needs while building our membership base and improving club health, and enhancing the quality of our leadership at all levels of the association.

2. Structure and Appointments
The GMT and GLT structure consists of Lions leaders designated to serve specific constitutional or regional areas. GMT and GLT members are appointed for a three year term. Lions who are endorsed and certified for international office are prohibited from serving as GMT International Coordinator, GLT International Coordinator, Family and Women International Coordinator, GMT or GLT Constitutional Area Leader, GMT or GLT Area Leader, and GMT or GLT Special Area Advisor. All GMT and GLT members are subject to annual review and confirmation of appointment or removal based on performance.

a. International Level: The GMT and GLT structures are connected and coordinated at the international level by an Executive Council. The GMT/GLT Executive Council is led by the LCI International President, with the First Vice President and Second Vice President overseeing and providing guidance to the GMT and GLT respectively.
Both the GMT and GLT are further supported by an International Coordinator and International Family and Women Coordinator, appointed by the International President for a three year term subject to annual review and confirmation, and a Joint Operations Committee (one year term) comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors. The GMT/GLT Executive Council is completed by the Constitutional Area Leaders.

(1) Constitutional Area Level: Up to 11 Constitutional Area Leaders worldwide each for the GMT and GLT, including a minimum of one for each constitutional area. Up to two each for the United States of America, Its Affiliates, Bermuda and the Bahamas, up to three each for the Orient and Southeast Asia, and one each for the continent of Africa, may be appointed, given the large size and unique needs of these areas. The GMT and GLT have the same number of leaders with the same assigned geographic territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. GMT and GLT Constitutional Area Leaders are appointed by the International President, in consultation with the First Vice President and Second Vice President and area leadership for a three year term, subject to annual review and confirmation of appointment or removal based on performance.

(2) Area Level: Up to 41 Area Leaders worldwide each for the GMT and GLT. GMT and GLT have the same number of Area Leaders assigned to the same geographic territory structure. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special Area Advisors may be added to support efforts in remote or unique geographic regions. The Area Leaders representing both the GMT and GLT interact continuously to effectively address area needs. GMT and GLT Area Leaders are appointed by the International President, in consultation with the First Vice President and the Second Vice President and GMT/GLT Constitutional Area Leaders for a three year term, subject to annual review and confirmation of appointment or removal based on performance.

(3) Multiple District Level: Each multiple district assigned to a GMT/GLT area or special area comprised of 2 or more multiple districts has a GMT (GMT-MD) and GLT (GLT-MD), each comprised of a GMT-MD or GLT-MD Coordinator, the Council Chairperson, and up to three additional Lions with expertise in membership growth for the GMT or leadership development for the GLT. Unless specifically approved by the International President, multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple district do not have a multiple district GMT or GLT coordinator. In this case, the respective GMT or GLT area leader or GMT or GLT special area advisor will fulfill related responsibilities at the multiple district level. The GMT-MD and GLT-MD work in a cooperative manner.
When a new GMT/GLT three year term begins, the Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and Council Chairperson, is responsible for appointing GMT-MD and GLT-MD members, including the GMT-MD Coordinator (where applicable) and the GLT-MD Coordinator (where applicable), for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and Council Chairperson, is responsible for appointing GMT and GLT members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

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

When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GMT and GLT Area Leader, is responsible for appointing GMT-D and GLT-D members, including the GMT-D and GLT-D Coordinators and other team members, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The District Governor Team, in consultation with the respective GMT and GLT Area Leader, is responsible for appointing GMT-D and GLT-D members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

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

When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GMT and GLT Area Leader, and GMT-MD and GLT-MD Coordinators (where applicable), is responsible for appointing GMT-D and
GLT-D members, including the GMT-D and GLT-D Coordinators and other team members, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The District Governor Team, in consultation with the respective GMT and GLT Area Leader, and GMT-MD and GLT-MD Coordinators, is responsible for appointing GMT-D and GLT-D members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

d. Vacancies and Reappointments: Given the need for continuity in order to maximize results, GMT and GLT members (with the exception of the Joint Operations Committee) are appointed for a three year term subject to annual review and confirmation of appointment or removal based on performance by the International President. Changes in GMT and/or GLT members should only be considered when performance is below expectations and deemed unsatisfactory.

In the event of unsatisfactory performance of duties of a GMT and/or GLT member at the multiple district, single district or sub-district levels, the respective appointing body (as indicated in paragraphs a., b., and c. above) may replace the GMT or GLT member by appointing a new GMT and/or GLT member using the current GMT/GLT appointment qualifications and guidelines as established by LCI.

In the event a GMT or GLT Coordinator vacancy exists at the multiple district level, single district level, or sub-district level and said vacancy is attributed to the inability of the respective appointing body (as indicated in paragraphs a., b., and c. above) to come to agreement on the appointment, the International President may make that appointment.

Reasons substantiating the appointment of a new GMT and/or GLT member shall be detailed and submitted in writing to the Membership Development Division for GMT or Leadership Division for GLT at LCI Headquarters, along with a written action plan for orienting the GMT or and/or GLT new member.

GMT and GLT members may be reappointed for additional three year terms provided that performance meets expectations, and ability and commitment to fulfill position requirements supports such action.

3. Duties

The following summarizes the general duties of the GMT and GLT. Detailed information related to the specific responsibilities of the GMT and GLT at the multiple district, single district and sub-district levels appears in the position description for each GMT and GLT position.

a. GMT

(1) Develop and grow new members and clubs
• Analyze membership trends to identify opportunities
• Develop and implement membership strategies for target markets
• Establish and implement new club extension plans and the organize extension teams
• Develop and implement membership campaigns and systems for recruiting former and prospective members
• Familiarize local Lions with membership growth programs, initiatives and resources

(2) Develop club success to realize long term retention
• Support Club Rebuilding Lions to assist weak clubs
• Review Club Health Assessment to identify opportunities for improvement
• Identify and implement ways to increase member satisfaction and improve retention
• Promote and support the Club Quality Initiative
• Support Certified Guiding Lions to ensure health and growth of new clubs

b. GLT

(1) Identify and develop future leaders
• Identify potential leaders based on objective criteria
• Educate members about leadership development opportunities
• Encourage potential leaders to assume leadership roles and responsibilities to enhance their skills
• Promote the active involvement of Lions Leadership Institute graduates and other trained Lions in leadership responsibilities
• Motivate Lions to seek out proven leaders in the community to join as new members

(2) Train, educate, mentor and motivate leaders to maximize effectiveness
• Establish and implement annual leadership development plan
• Organize training for zone chairpersons, guiding Lions and others
• Ensure effective delivery of club officer training
• Implement Club Quality Initiative workshops
• Encourage active coaching through Lions Mentoring Program

P. OFFICIAL NAME BADGES

The name badges provided by the association shall have the Lions emblem, white background, black lettering, and yellow, green or blue trimming line. International president’s and adult companion’s badges may differ in color. The word “spouse,” “wife,” “husband,” “son,” “daughter,” “partner,” or “partner in service,” or another appropriate term may be substituted for “adult companion.”

Other details shall be:
1. The first badge provided free of charge
   a. **International President**
      Rectangular-shape, horizontal, 3” x 2”, two blue diagonal stripes at the upper left-hand corner (adult companion: same, except 2-3/4” x 1-3/4”)
   b. **Immediate Past International President, Past International Presidents**
      Rectangular-shape, horizontal, 3” x 2”, two blue diagonal stripes at the lower right-hand corner (adult companion: same, except 2-3/4” x 1-3/4”)
   c. **International Vice Presidents, International Directors**
      Rectangular-shape, horizontal, 3” x 2”, one blue stripe at the upper left-hand corner (adult companion badge to feature a green border, except 2-3/4” x 1-3/4”)
   d. **Council Chairperson** – Provided free of charge only at the beginning of term)Octagonal shape, size not exceeding 5 square inches (adult companion: same)
   e. **District Governors**
      Oval shape, horizontal, 3” x 2” (adult companion: same)
   f. **Past International Directors, Administrative Officers, Division Managers**
      Rectangular-shape, horizontal, 2” x 3”. One blue stripe at the lower right-hand corner can be added at cost for existing past directors as of July 1, 1999; and free of charge to outgoing directors thereafter. No stripe for administrative officers and division managers. (Same for adult companion)
   g. **Past District Governors** (Provided free of charge only when completing the term as district governor) Rectangular-shape, vertical, 2” x 3”(adult companion: same)
   h. **Special Convention Committee Members**
      Rectangular-shape, horizontal, 3” x 2”(adult companion: none)
   i. **Other Staff**
      Rectangular-shape, horizontal, 2-3/4” x 1-3/4” (adult companion: none)
   j. **Other Positions**
      As listed in Chapter 20: Public Relations, Exhibit B: Lions Clubs International Official Protocol, or as determined by the International President and/or Executive Administrator a rectangular-shape badge which is horizontal, 2-3/4” x 1-3/4” (adult companion: none)

2. Badges for purchase
   a. **Past Council Chairpersons**
      Octagonal-shape, size not exceeding 5 square inches(adult companions: same)
b. **Vice District Governors**
   Square-shape, 2” x 2” (adult companions: same)

c. **Officers and Directors** – International officers’ and directors’ badges designating their titles shall be issued the last day of the convention to each international officer and director.

d. Badges of the adult companions of club or district officers shall have a green trimming line. If requested, a Lions title in abbreviation can be added to the name as DG, PDG, CC, PCC, ID, PID, IP, PIP. Also, if requested “Lion” can be added to the name.

e. Board appointees receive a badge with the appropriate design for their non-appointee title that displays their non-appointee title with the words “Board Appointee” and the year of service as an appointee printed below their non-appointee title.
A. NEW CLUB CRITERIA

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) A US$100 processing fee shall be assessed for club charter applications not approved by LCI.
3. **Charter Members**

   All members joining a Lions club within 90 days after the charter approval date will be considered charter members, provided that charter members are reported to LCI and charter fees are received within the 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 undistricted 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.

   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.

   c. 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 by-laws, 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. 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; 4) through December 31 of each fiscal year, when the First Vice District Governor approval is not received, a charter application over the tenth, that the GMT Area Leader approval may be substituted; and 5) each charter application will require approval from the Membership Development Committee.

b. 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 5 or more student members.

c. All districts where Lions Clubs International has identified a prior misapplication of the student membership program, and that have more than 5% of their total membership comprised of student members will be impacted as follows:

(1) All campus clubs in that district will be placed in status quo pending a review of the validity of student members, immediately after 45 days of the date of the communication informing them of this review.

(2) All traditional clubs in that district that have 25% or more student members will be placed in status quo pending a review of the validity of student members,
immediately after 45 days of the date of the communication informing them of this review.

B. CLUB BRANCH

1. 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 would meet as a subsidiary with a branch president, secretary and treasurer serving as elected officers. These three individuals, along with the branch liaison, make up the executive committee of the branch.

a. Club branches must follow the club name guidelines for new Lions clubs set forth in board policy.

b. The names of a minimum of five branch members are required to form a club branch.

c. The members of the branch would be encouraged to meet two or more times each month.

d. 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.

e. The branch members shall elect a president who shall serve on the parent clubs board of directors and would 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 meetings 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.

f. International, Multiple District and District dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.

g. Branches must be located in the same district (single or sub-) as the parent club except in special circumstances, with permission from the International Board of Directors, Membership Development Committee.

h. In special circumstances, with permission from the International Board of Directors, Membership Development Committee, branches may be formed in communities/areas not currently served by a Lions club.
i. Community shall be defined as an interacting population of various individuals in a common location.

j. The parent club must notify the district governor of the formation of the proposed branch.

k. A branch may be dissolved by a majority vote of the entire membership of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.

l. 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.

2. Protest of a Club Branch

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.

C. CLUB PROTEST COMPLAINT PROCEDURE

It is the intent of Lions Clubs International to encourage the development of new Lions Clubs. However, it is recognized that in very limited instances circumstances may exist that may have adverse impact and/or limit formation of a new club. The following rules of procedure shall apply for hearing complaints concerning the proposed charter of a new Lions Club:

A complaint will not be considered if the club was formed through a Lions Clubs International extension initiative, new club development program or for reasons that do not comply with International Board policy as determined by the Membership & New Club Operations Department in consultation with the Legal division. The reasons may include, but are not limited to the following: 1. Territorial Disputes – no club may claim exclusive rights to a specific territory; 2. Name Restrictions – no club may protest the name of a new club, unless the name does not comply with current board policy; 3. Boundary Restriction – no club may restrict the territory of a new club; 4. Approval Restrictions – it is intended that existing clubs encourage and mentor new Lions club, but they are not required to approve a new club.
Document Distribution Guidelines: The party/parties to the complaint shall deliver all
documents and related copies to the manager, Membership & New Club Operations, for
distribution to the members of the Membership Development Committee and the
International Board of Directors. The party/parties to the complaint process shall not
distribute documents directly to individual directors, or to parties other than those listed in
this procedure.

1. Complaint

a. May be filed only by an established club whose charter area is directly affected (i.e.,
the proposed boundaries are within the boundaries of the protesting club) or by the
district governor of the district where the proposed club is to be chartered. A
complaint may not be filed by an individual member.

By a Club:
The written complaint must be approved at a general membership meeting of the club
and must first be filed with the district governor and the council chairperson with a
copy to the manager, Membership & New Club Operations, prior to the approval of
the club’s charter. If the district governor and/or the council chairperson cannot
resolve the problem within ten (10) days from the date the complaint is received by
the Membership & New Club Operations, the governor and/or the council chairperson
shall send their recommended solution to the Membership & New Club Operations.

By a District Governor:
If the district governor refuses to sign a proposed charter application, he or she may
file a complaint pursuant to this procedure by filing a recommendation and reasons
for not signing for approval in writing, which must be received at headquarters within
thirty days (30) days from the date of the application submittal. The governor must
comply with the present policy or forfeit the right of complaint.

b. A complaint, signed by a club officer or district governor, stating the reasons for the
protest and demonstrating why the proposed club will not be viable or will adversely
affect a present club’s existence must be received by mail, E-mail, fax, or other
writing at the International Headquarters prior to the proposed new club’s charter
date.

c. Must conform to the format in Section C below.

d. Must be accompanied by US$500.00 filing fee, or its equivalent in the respective
national currency, which is refunded in the event the international board finds in favor
of the complainant.

e. Copy of the complaint must be forwarded by complainant at the same time and by the
same method of communication to the council chairperson, district governor,
manager, Membership & New Club Operations, and/or party/parties complained of.
Upon receipt of any such complaint, the manager, Membership & New Club
Operations, where feasible, may furnish by airmail 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 by the complaining party shall be produced upon request.

2. Response:

Response to the complaint must originate from party/parties immediately involved only and shall conform to the format provided in Section C below and be received in its original form by mail, E-mail, or by courier service at the international office within at least thirty (30) days after receipt of complaint.

3. Format Of Complaint And Response

a. The letter of complaint shall not exceed five (5) pages in length and shall be signed by a club officer or the district governor. No request to exceed these page limits will be granted. 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 proposed new club; and (d) proposed new club charter date.

b. At the close of the document submitted, the original signature of an authorized representative of the club or the district governor shall appear.

c. A complaint shall not be accepted for consideration if any document is not in compliance with these guidelines; it shall be returned indicating non-compliance. The document, however, shall be deemed timely filed provided that a proper document is substituted prior to the approval of the club under protest. The International Board of Directors, through the Membership Development 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 or response to said complaint not received in accordance with the above stated procedures or requirements.

Documentation for denied charters will be returned to the listed president of the proposed new club. Charter applications may be resubmitted for approval at another time when circumstances may change.

When a decision is rendered by the International Board of Directors to accept a charter or deny approval at that time, further protest will not be considered. The decision of the International Board is final and binding.
All protest information must be received by the Membership & New Club Operations at least 15 days prior to the scheduled board meeting in order to be considered at that board meeting.

It is important to note that any club that is received that does not have an official protest filed with Lions Clubs International may be granted a charter.

4. After July 1 of each fiscal year, pending charters dated before May 1 of the previous fiscal year will be sent to and must be reviewed by the current district governor. The district governor shall either request a check from LCI and then return the pending charter fees to the charter members of the pending club or elect to donate the pending charter fees to LCIF on behalf of the district.

After July 1 of each fiscal year, pending charters dated after May 1 of the previous fiscal year will be sent to the current district governor to either approve or disapprove. If the district governor approves the club, all requested information and/or fees must be received by the Membership Programs and New Clubs Marketing Department by August 31, at which time the club will be chartered. If the pending club does not move to newly chartered status by August 31, the district governor must request a check from LCI and then return the pending charter fees to the charter members of the pending club or donate the pending charter fees to LCIF and the club will be closed. The LCI staff, in consultation with the GMT Area Leader, will determine where the check is to be sent.

D. AWARDS

1. International Extension Awards

   a. The following extension awards may be earned by individual Lions. There will be 15 awards of the same design, divided into three levels as follows:

   (1) For organizing one Lions club – Extension Award Level 1 (with a blue insert)
   (2) For organizing two Lions clubs – Extension Award Level 2 (with a blue insert)
   (3) For organizing three Lions club – Extension Award Level 3 (with a blue insert)
   (4) For organizing four Lions clubs – Extension Award Level 4 (with a blue insert)
   (5) For organizing five Lions clubs – Extension Award Level 5 (with a blue insert)
   (6) For organizing ten Lions clubs – Extension Award Level 6 (with a purple insert)
   (7) For organizing fifteen Lions clubs – Extension Award Level 7 (with a purple insert)
   (8) For organizing twenty Lions clubs – Extension Award Level 8 (with a purple insert)
   (9) For organizing twenty-five Lions clubs – Extension Award Level 9 (with a purple insert)
   (10) For organizing thirty Lions clubs – Extension Award Level 10 (with a purple insert)
   (11) For organizing forty Lions clubs – Extension Award Level 11 (with a gold insert)
   (12) For organizing fifty Lions clubs – Extension Award Level 12 (with a gold insert)
(13) For organizing seventy-five Lions clubs – Extension Award Level 13 (with a gold insert)

(14) For organizing one hundred Lions clubs – Extension Award Level 14 (with a gold insert)

(15) For organizing one hundred fifty Lions clubs – Extension Award Level 15 (with a gold insert)

Lions earning the award on or after July 1, 2013 shall receive the revised awards. They shall not be presented retroactively.

b. No more than two extension awards shall be given for the organization of any club. Said awards will be presented to the two Lions making the greatest contribution toward the organization effort as determined by the district governor. Extension award recipients cannot be from the club being organized unless they are active transfer members or former members of Lions clubs or Lioness clubs. Selections shall be reported to the international office by the district governor. In districts without a district governor, the organizer(s) named on the application for Lions club charter will determine the recipients of the extension award.

c. Extension awards shall be sent to the governor for presentation along with the club charter. Extension awards shall be presented after a club has been chartered for a year and a day. The extension award will be sent to the district governor for presentation to club organizer(s).

d. A maximum time limit of six months after the charter approval date of a new club shall be allowed for the request of an extension award.

e. Neither a district governor in office nor an employee of Lions Clubs International may receive an international extension award.

f. A personal letter from the president of the association shall be sent to every Lion who organizes a new club.

2. **District Governor Extension Award**

   a. Awards will be presented to governors according to the International President’s Program. The District Governor award for new club formation will be issued to the Immediate Past District Governor after June 1 following their fiscal year. The award would 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.

   b. For recording purposes, completed new club applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20 will be credited to that current fiscal year’s annual records, with corresponding extension awards also credited to the eligible club, district and international officers in office that year.
3. GMT District Coordinator Extension Award

Each district showing a 5% net increase in clubs will qualify the GMT District Coordinator to receive an appropriate award.

E. NEW COUNTRY CRITERIA

1. The following criteria shall be satisfied before a proposed club in any new country or geographical area is submitted to the international board for charter approval.

   a. The goals and purposes of Lions Clubs International can be accomplished under local government structures.

   b. Residents and citizens of a new country/ geographical area are free to join and participate meaningfully in local Lions clubs.

   c. Proposed Lions clubs and districts may operate under Lions Clubs International Constitution and By-Laws.

   d. Clubs and districts may be adequately serviced in necessary administrative needs.

   e. Activities of proposed clubs can be adequately supported by local residents and citizens.

   f. Banking and monetary conditions in a new country permit favorable transfer of association funds.

   g. The rules governing the formation of a new club are fulfilled.

   h. A coordinating Lion has been approved by the International Board of Directors.

   i. A Guiding Lion shall be appointed prior to the formation of any club to insure that all prospective members are fully aware of the responsibilities of being a Lion. This Guiding Lion shall submit a report prior to the formation of any club, and periodic reports after chartering of a new club, to monitor its progress.

   j. In addition to the Guiding Lion overseeing the formation of the new club, a past international president or past international director from the area, should visit the club site and speak with all involved in the formation of this club. The past officer should then submit a letter regarding his/her findings. The past officer should follow up with the club after it is chartered and report back to the board on the club’s progress.
k. Prior to the establishment of a new country, the sponsoring club of any proposed new club shall submit a letter explaining their plan for assisting the new club, and plans to give proper orientation. It is the responsibility of the sponsoring club to do so.

l. The club itself shall write a letter outlining the commitment being made by the members of the proposed club, i.e., payment of dues, conduct fundraising activities, and plans to assist those less fortunate.

m. The sponsoring club shall not pay the dues of the club it has sponsored. From the moment a club submits an application for charter, all financial responsibilities shall be handled by the members of the prospective club.

2. Written evidence that the criteria has been met shall be sent to the Membership Development Division at International Headquarters.

3. At the time the new club charter is approved, the international board shall determine whether or not the new country shall be part of a provisional zone, region or district or remain undistricted.

F. CHINA AFFAIRS COORDINATING COMMITTEE

1. Objective – To promote the organization and chartering of new clubs and the long-term growth and development of membership in China. To ensure that all such activities are in accordance with the Association’s Constitutions and By-Laws and Board Policy and with the proper approval of the government of the People’s Republic of China.

2. Requisite – The committee should be familiar with the Association’s Constitutions and By-Laws and Board Policy, the history of diplomatic relations with China, and the current membership and extension programs of the Association within China.

3. Duties

   a. Represent the International Board of Directors and Executive Committee as liaison to the government of the People’s Republic of China.
   b. Travel as necessary to meet with governmental officials of the People’s Republic of China
   c. Participate in discussions to ensure the continued, long-term stability of diplomatic relations among the Association, China, Multiple District 300 Taiwan, and other countries or geographical areas within the Orient and Southeast Asia constitutional area.
   d. Remain informed about political, governmental, legal and social developments that may affect the committee’s objectives.
   e. Coordinate the growth and development of Lions clubs within China.
   f. Seek opportunities for positive public relations to enhance the image, prestige and acceptability of Lions clubs and the Association within China.
g. Recommend strategic approach and future action necessary to achieve the committee’s objectives.
h. Perform such other duties as requested by the International Board of Directors and Executive Committee.

4. Meetings – The committee meets as deemed necessary by the committee and as otherwise directed or approved by the International President, the Executive Committee or the International Board of Directors.

5. Reporting – The committee reports to the Executive Committee, and the activities of the committee shall be approved by the Executive Committee. The Executive Committee will refer any matter concerning the committee that requires Board approval to the International Board of Directors.

G. FIELD OPERATIONS MANAGERS

1. Salaries and Benefits

a. Full-time managers in the field operations shall be paid salaries which, under the employment, economic, social and salary conditions of the respective country or countries in which they serve (which conditions shall include but not be limited to currency equivalents, the type of service performed, comparative standard of living, and local employee benefits) shall afford them economic and salary status equivalent to that of department manager I and II positions in the international office.

b. Accidental death and dismemberment insurance shall be obtained for our full and part-time managers in the field in the amount of $100,000 each.

2. Travel and Expenses

The General Reimbursement Policy will apply with the following additions.

a. Presentations of Claims

(1) Full-time

Only those expenses incurred while away from home are to be charged to the association. Expenses are to be rendered on the official forms and sent to the headquarters office each week.

(2) Part-time

Those expenses incurred while away from home in accordance with the General Reimbursement Policy are to be charged to the association. Expenses, if any, are to be rendered on the official forms and sent to the headquarters office each month.
b. **Automobile Transportation**

   (1) For United States General Reimbursement Policy will apply.

   (2) An exception may be made on a case by case basis substantiated with supporting documentation and approved jointly by the administrative officers.

c. **Special Trips**

   Allowance for cross-country travel or special trips, such as attending conventions, will be covered by special authorization.

**H. GLOBAL MEMBERSHIP TEAM: MULTIPLE DISTRICT, SINGLEDISTRICT AND SUB-DISTRICT**

1. **Purpose**

   The purpose of the Global Membership Team (GMT) is to provide a global structure for membership development which is continuous, focused, and integrated. The Global Membership Team - together with the Global Leadership Team - will work in a highly interdependent manner from the international level, to the constitutional area level, the regional levels, and to the district level for the benefit and success of the club.

2. **Collaboration with the Global Leadership Team (GLT)**

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

3. **Structure and Appointments - Refer to Chapter IX for Multiple District and District Coordinator information.**

   The Multiple District GMT Coordinator will develop two teams of three to four Lions each that will support the district Membership & New Club Growth Team and the Club Success Team. These multiple district teams are appointed for a three year term, and appointed by the Council of Governors in consultation with GMT Multiple District Coordinator (where applicable) and GMT Area Leader. These appointments are renewable annually or removable by the International President.

   The District GMT Coordinator will develop two teams of three to four Lions each that will be the Membership & New Club Growth Team and the Club Success Team. The Membership & New Club Growth Team and the Club Success Team are appointed for a three year term, and appointed by the DG Team in consultation with the Multiple District GMT Coordinator (where applicable) and the District GMT Coordinator. These
appointments are renewable annually or removable by the International President. The Zone Chairpersons (Region Chairperson where applicable) appointed by the District Governor each year will also serve on both the Membership & New Club Growth Team and the Club Success Team.

The Single District GMT Coordinator will develop two teams of three to four Lions each that will be the Membership & New Club Growth Team and the Club Success Team. These two teams are appointed for a three year term, and appointed by the DG Team in consultation with the GMT Area Leader and the District GMT Coordinator. These appointments are renewable annually or removable by the International President. The Zone Chairpersons (Region Chairperson where applicable) appointed by the District Governor each year will also serve on both the Membership & New Club Growth Team and the Club Success Team.

The International Family and Women Coordinator will work with the International GMT and GLT Coordinators and support special women’s and family committees, at the direction of the international president, and district and multiple district specialists.

4. GMT Responsibilities

The GMT develops and implements membership goals and action plans based on area opportunities, needs, and existing programs and strategies. Goals and action plans are based on the review and analysis of current and historical membership data, and consideration of future opportunities. Communication of goals and plans at the multiple district, district and club levels should be emphasized to encourage membership growth and member development. Detailed information related to specific GMT responsibilities appears in the position descriptions for the GMT-MD coordinator and GMT-D coordinator.

I. CONSTITUTIONAL AREAS

1. List of Constitutional Areas

   I. United States of America, Its Affiliates, Bermuda & The Bahamas

      Anguilla
      Antigua and Barbuda
      Bahamas, Commonwealth of The
      Barbados
      Bermuda
      British Virgin Islands
      Cayman Islands
      Dominica, Commonwealth of
      Grenada
      Guyana, Co-operative Republic
      Jamaica
Montserrat
Puerto Rico, Commonwealth of
Saint Christopher-Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sint Maarten (Netherlands, Antilles)
Suriname, Republic of
Trinidad & Tobago, Republic of
United States of America
United States Virgin Islands

II. Canada

Canada
Saint Pierre and Miquelon, Territorial Collectivity of

III. South America, Central America, Mexico & Islands of the Caribbean Sea

Argentina Republic
Aruba
Belize
Bolivia, Republic of
Bonaire
Brazil, Federative Republic of
Chile, Republic of
Colombia, Republic of
Costa Rica, Republic of
Curacao
Dominican Republic
Ecuador, Republic of
El Salvador, Republic of
French Guiana
Guyane, Department of
Guadeloupe, Department of
Guatemala, Republic of
Haiti, Republic of
Honduras, Republic of
Martinique, Department of
Nicaragua, Republic of
Panama, Republic of
Paraguay, Republic of
Peru, Republic of
Saint Barthelemy
Saint Martin
United Mexican States
Uruguay, Eastern Republic of
IV. **Europe**

Aland Islands  
Albania, Republic of  
Andorra, Principality of  
Armenia, Republic of  
Austria, Republic of  
Azerbaijan, Republic of  
Belgium, Kingdom of  
Belarus, Republic of  
Bosnia and Herzegovina  
Bulgaria, Republic of  
Channel Islands  
Croatia, Republic of  
Cyprus, Republic of  
Czech Republic  
Denmark, Kingdom of  
England  
Estonia, Republic of  
Faroe Islands  
Germany, Federal Republic of  
Finland, Republic of  
French Republic  
Georgia, Republic of  
Gibraltar  
Greenland  
Hellenic Republic (Greece)  
Hungary  
Republic of Iceland,  
Republic of Ireland,  
Republic of Isle of Man  
Israel, State of  
Italy, Republic of  
Kosovo, Republic of  
Kyrgyzstan, Republic of  
Latvia, Republic of  
Liechtenstein, Principality of  
Lithuania, Republic of  
Luxembourg, Grand Duchy of  
Malta, Republic of  
Macedonia, FYROM  
Moldova, Republic of  
Monaco, Principality of  
Montenegro, Republic of  

Netherlands, Kingdom of the
Northern Ireland
Norway, Kingdom of
Poland, Republic of
Portugal, Republic of
Romania
Russian Federation
San Marino, Republic of
Scotland
Serbia, Republic of
Slovak Republic
Slovenia, Republic of
Spain, Kingdom of
Sweden, Kingdom of
Swiss Confederation
Tajikistan, Republic of
Turkey, Republic of
Ukraine
Vatican City, State of
Wales

V. The Orient and Southeast Asia

Brunei Darussalam, State of
Cambodia, Kingdom of
China Beijing
China Dalian
China Guangdong
China Hong Kong
China Macao
China Qingdao
China Shaanxi
China Shenyang
China Shenzhen
China Taiwan
China Zhijiang
CMNI (Saipan)
Guam
Japan
Korea, Republic of
Lao, People’s Democratic Republic
Malaysia, Federation of
Micronesia, Federated States of
Mongolia
Philippines, Republic of the
Marshall Islands, Republic of the
VI. India, South Asia, Africa and the Middle East

Algeria, People’s Democratic Republic of
Angola, Republic of
Bahrain, Kingdom of
Bangladesh, People’s Republic of
Benin, Republic of
Bhutan, Kingdom of
Botswana, Republic of
Burkina Faso, Democratic Republic of
Burundi, Republic of
Cameroon, Republic of
Cape Verde, Republic of
Central African Republic
Chad, Republic of
Comoros, Union of the
Congo, Republic of the
Congo, Democratic Republic of the
Djibouti, Republic of
Egypt, Arab Republic of
Equatorial Guinea, Republic of
Ethiopia, Federal Democratic Republic of
Gabonese Republic
Gambia, Republic of
Ghana, Republic of
Guinea, Republic of
Guinea-Bissau, Republic of
India, Republic of
Iraq, Republic of
Cote d’Ivoire, Republic of
Jordon, Hashemite Kingdom of
Kazakhstan, Republic of
Kenya, Republic of
Lebanon, Republic of
Lesotho, Kingdom of
Liberia, Republic of
Madagascar, Republic of
Malawi, Republic of
Maldives, Republic of
Mali, Republic of
Mauritania, Islamic Republic of
Mauritius, Republic of
Mayotte
Morocco, Kingdom of
Mozambique, Republic of
Namibia, Republic of
Nepal, Kingdom of
Niger, Republic of
Nigeria, Federal Republic of
Pakistan, Islamic Republic of
Palestine, State of
Reunion, Department of
Rwanda, Republic of
Democratic Republic of São Tomé and Príncipe
Senegal, Republic of
Seychelles, Republic of
Sierra Leone, Republic of
Somalia
South Africa, Republic of
South Sudan
Sri Lanka, Democratic Socialist Republic of
Swaziland, Kingdom of
Tanzania, United Republic of
Togo, Republic of
Tunisia, Republic of
Uganda, Republic of
United Arab Emirates
Zambia, Republic of
Zimbabwe, Republic of

VII. **Australia, New Zealand, Papua New Guinea, Indonesia & The Islands of the South Pacific Ocean**

American Samoa, Territory of
Australia, Commonwealth of
*Cook Islands*
Fiji Islands, Republic of the
Indonesia, Republic of
New Caledonia and Dependencies, Territory of
New Zealand
Norfolk Island, Territory of
*Palau, Republic of*
Papua New Guinea
Tahiti
Timor-Leste, Democratic Republic of
Tonga, Kingdom of
Vanuatu, Republic of
Samoa, Independent State of
2. Procedures for Assigning Individual Countries to Constitutional Areas

   a. Assignment of a new or existing association country or territory to a constitutional area shall require approval of the board.

   b. A transfer cannot break up any existing multiple district, country or territory.

   c. The letter of petition for transfer must be accompanied by the reason(s) for the transfer, and a certified copy of the minutes of the official meeting during which the proposal was reviewed and approved by the sub districts and multiple district of said country (ies).

   d. Request feedback from current international directors in the constitutional area releasing and accepting the country (ies) requesting the transfer.

   e. Transfer petitions should be submitted to the board no later than 30 days prior to the October/November or March/April Board meeting, in order for the board to review the petitions.

   f. The constitutional area change, when approved by the board of directors, will take effect at the adjournment of the following international convention.
A. INVESTMENT OF THE ASSOCIATION FUNDS

Investment decisions of the association shall be based upon board approved investment policy statements for the General Fund and the Emergency Reserve Fund. These investment policy statements shall follow conventional formats used in the industry and shall comply with the association’s Constitution and By-Laws at all times. These investment policy statements shall be maintained in the Treasurer’s office and shall be reviewed by the Finance and Headquarters Operation Committee annually and updated as needed.

Approvals required for making investment decisions, other than those stated in the investment policy statements, are as follows:

1. The board of directors shall approve changes to investment policy statements, including asset allocations.
2. The board of directors shall approve changes to investment advisors/consultants.
3. Transfer of funds to/from operating cash management accounts from/to investments accounts shall be executed as needed with the approval of Treasurer.

B. COMMITMENTS AND SIGNATURE AUTHORITY

1. Financial Commitments in Name of Association

There is to be no financial commitment made in the name of the association or any expense incurred for reimbursement by the association that is not provided for in the rules or budget approved by the board.

2. Approvals (Expenditures)

Approval of an administrative officer shall be required on all association commitments for goods or services that are equivalent to or exceed U.S. Ten Thousand Dollars (US$10,000.00), with the exception of club supplies merchandise and utilities. Funds to cover such commitments must be provided in the budget approved by the board of directors.

Additional approval by The Executive Committee shall be obtained for:

a. Contracts for unique items or services, which do not lend themselves to competitive bidding and when the total financial obligation is more than US$200,000 and less than US$400,000; provided that contracts for proprietary licenses or maintenance and
service agreements, necessary for operation of the association, shall be approved by the Executive Administrator.

b. Contracts for consultant services, when arrived at through a Request for Quote (RFQ) or sole source, if they exceed US$150,000 and less than US$250,000.

Additional approval by The Board of Directors shall be obtained for:

a. Contracts for unique items or services, which do not lend themselves to competitive bidding and when the total financial obligation is more than US$400,000; provided that contracts for proprietary licenses or maintenance and service agreements, necessary for operation of the association, shall be approved by the Executive Administrator.

b. Contracts for consultant services, when arrived at through a Request for Quote (RFQ) or sole source, if they exceed US$250,000.

3. **Bank Accounts**

Any of the Authorized Persons named below shall be and hereby are authorized and empowered, to designate in each country, in accordance with local banking regulations, in which Lions Clubs are or may be established, the following on behalf of The International Association of Lions Clubs:

a. Open and close deposit accounts, sign account agreements, and sign contracts for deposit-related and other services.

b. Sign and authorize checks, drafts, withdrawal slips, and any other orders for the payment of money, whether by paper, electronic, or any other means.

c. Execute online banking agreements on behalf of Lions Clubs International.

**AUTHORIZED PERSONS.** The names and genuine signatures, manual or facsimile, of the authorized persons are as follows:

- Catherine M. Rizzo, Maryellen Skerik, Treasurer
- Mark Koerlin, Manager, Accounting Department
- Jason Cobb, Manager, Financial Reporting & Analysis
- Christine Hastings, LCIF Manager, Financial Planning & Analysis

4. **New Bank Account**

The Finance and Headquarters Operation Committee must approve a bank account in any country, unless the association currently maintains a bank account in that country or the account is temporary to support the operations at the international convention.
C. ACCOUNTING PROCEDURES

1. Accounting System

The financial records of the International Association of Lions Clubs are maintained in accordance with US Generally Accepted Accounting Policies (GAAP) as well as local and federal rules and regulations. The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. All amounts are presented in United States dollars.

2. Lion Magazine budget shall be charged with an allocation of Headquarters costs as approved by the Board in each annual budget.

3. The Club Supplies and Distribution budget shall be charged with an allocation of Headquarters costs as approved by the Board in each annual budget.

4. Allocation of Headquarters Cost to LCIF

Lions Clubs International Foundation shall be charged with an allocation of its costs related to the international headquarters, as determined and approved by the Board of Directors of Lions Clubs International and Board of Trustees of Lions Clubs International Foundation in each annual budget.

5. Club Suspension and Cancellation

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. The cancellation of a club for financial suspension may be rescinded within 12 months from the date of the cancellation, in the event the club has paid their account balance in full and a completed reactivation report is received.

Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

Protection from Suspension

Certain geographical locations may be identified as requiring protection from suspension, due to factors that affect the Association’s ability to promptly and accurately credit payment to properly record club account balances. These areas will be protected for a period sufficient to analyze the issues to be addressed and or corrected.
D. FINANCIAL PROJECTIONS

1. Budget Procedures

   a. The Finance and Headquarters Operation Committee (the “Committee”) shall establish the preliminary revenues for the association’s upcoming annual budget. Revenue projections shall be based on sound financial benchmarks and considering the constraints of the most current membership and dues levels.

   b. At the March/April board meeting, each committee of the board shall present the proposed expense budgets to the Committee.

   c. The Finance and Headquarters Operation Committee will receive the preliminary budget at least two weeks prior to the date of the board.

   d. The Finance and Headquarters Operation Committee will review five-year budgeted projections annually at the final regular board meeting. The five-year projections will assume a stable membership base. The Finance and Headquarters Operation shall make a recommendation to the Long Range Planning Committee if an increase in the membership dues structure is warranted for consideration at the next scheduled meeting.

   e. The Committee shall present a proposed final budget to the board for review at the board meeting prior to the international convention. In the event anticipated revenues are insufficient to fund estimated disbursements, the Finance & Headquarters Operation Committee will review a projected cash flow based on the budget. If cash and cash equivalents are insufficient to meet the shortfall, further funds may be available subject to the General Surplus Reserve Policy.

   f. Each member of the international board shall receive the proposed final budget at least two weeks prior to the date of the board meeting at which such proposed budget is to be considered.

2. Updated Forecast of Revenues and Expenses

   a. The board shall approve at the October/November and March/April board meetings a forecast of full year results based on actual to date and projections through year-end. The Committee shall submit a recommended full year forecast for review at the January Executive Committee meeting. The Finance and Headquarters Operation Committee will receive the forecast at least one week prior to the date of the board meeting.
b. All proposals to the board that have an impact on the forecast shall be reviewed with the Finance and Headquarters Operation Committee. All proposals shall include:
   - Projected costs for the current fiscal year as well as the subsequent two years.
   - Provide a brief description of impact on division’s strategic initiatives and goals and objectives.

c. The Finance and Headquarters Operations Committee will review a forecast of the association’s cash flow for the current fiscal year at each board meeting. In the event anticipated revenues are insufficient to fund estimated disbursements, the Finance & Headquarters Operation Committee will review a projected cash flow based on the forecast. If cash and cash equivalents are insufficient to meet the shortfall, further funds may be available subject to the General Surplus Reserve Policy.

3. **Five-Year Financial Projections**
   The Finance and Headquarters Operation Committee will review five-year projections annually at the final regular board meeting. The five-year projections will assume a stable membership base. The Finance and Headquarters Operation shall make a recommendation to the Long Range Planning Committee if an increase in the membership dues structure is warranted for consideration at the next scheduled meeting.

4. **General Surplus Reserve**
   The International Association of Lions Clubs will maintain a General Surplus Reserve that will be no less than 6 months of the annual operating budget plus unfunded obligations for pension and general liabilities. The General Surplus Reserve will be reviewed by the Finance and Headquarters Operation Committee at least annually to see if the organization is in compliance with this policy.

   The General Surplus Reserve funds will be invested in accordance with the Investment Policy adopted by the board of directors.

   Available funds from the General Surplus Reserve will be calculated using the following procedure based on fiscal year audited financial statements:
   - A rolling five-year weighted average of the General Fund and Emergency Reserve Fund realized and unrealized gains/(losses) plus,
   - The General Fund and Emergency Reserve Fund annual net investment income for the most recent fiscal year.

E. **TRANSFER OF ASSOCIATION FUNDS, EXCHANGE RATES, BLOCKED FUNDS, ETC.**

1. **Transfer of Association Funds – Empowering Resolution**

   BE IT RESOLVED, That the administrative officers of The International Association of Lions Clubs, jointly, shall be and hereby are authorized and empowered to make application to appropriate governmental authorities in any and all countries where said
Association operates, in behalf of the International Board of Directors of said Association, for authorization to transfer funds. Such transfers shall only be those funds which are not needed for operations in the respective country. Such transfer of funds are required to cover costs which are related to administrating Clubs in the respective countries, such as operation of the International Headquarters, postage and other communication costs, publication of a monthly magazine and other printed materials, and similar normal business operation expenses.

2. **Transfer of Association Funds to Lions Clubs International Foundation**

BE IT RESOLVED, That the Executive Administrator and the Treasurer of The International Association of Lions Clubs jointly shall be and hereby are authorized and empowered to transfer funds from Association accounts representing dues and other payments to the Association, to the Lions Clubs International Foundation account and, FURTHER, that the Executive Administrator and the Treasurer of the Association shall be and hereby are authorized and directed to take all steps and execute all documents necessary and proper to carry out this Resolution.

3. **Blocked Funds**

Approval is granted to take all the necessary efforts to transfer blocked funds into currencies needed by The International Association of Lions Clubs.

4. **Financial Statements of Untransferable Funds**

Financial statements shall be prepared in such a way to properly reflect the potential loss of untransferable funds. The specific countries and amounts are to be determined by the Finance Division.

5. **Payment of Association Obligations**

Payments will be made in the currency of the domicile of the individual, except when the best interest of the Association requires otherwise.

6. **Exchange Rates**

The rates of exchange on which Lions Clubs make payments shall be adjusted when necessary, to conform with provisions of the International Constitution and By-Laws. Constitutionally, payment of obligations to the Association by Clubs, Districts and Club members shall be made at the association’s respective currency equivalent in effect at the time of payment.

7. **Definition of Equivalent National Currency**
“Equivalent national currency” as stated in the International Constitution and By-Laws shall be interpreted as the amount of national currency necessary to realize, at the time of payment, the U.S. dollar sums as stated in the Constitution and By-Laws.
A. LCI’S SALARY ADMINISTRATION PROGRAM

LCI administers salary administration programs in each country in compliance with their laws and/or customs. The salary administration program recognizes performance, ability, local market rates and, where appropriate, longevity. The percentage of adjustments made to the salary structure and salary increase budget will be reported to the Executive Committee and the Finance and Headquarters Operation Committee. These adjustments will be in accordance with each country’s local labor laws and existing labor market rates.

1. When appropriate to a country’s customs, a job description shall be written and a salary range established for each position of employment in the association.

2. Salary surveys shall be conducted at least annually to assure the salary ranges and salary increase budget figures used by the association are comparable to salaries paid by existing labor market. The salary budget figures shall be reviewed and approved by the Finance and Headquarters Operation Committee at the March/April board meeting. Appropriate adjustments to salary ranges shall be reported to the Finance and Headquarters Operation Committee.

3. Managers are responsible for instituting the process of performance review and, if merited, salary increases. A performance review shall be conducted for all employees at least annually. No salary increases shall be processed without a performance review. In the case of the administrative officers, a performance review shall be conducted annually by the Executive Committee.

4. Salary increases shall be subject to approval by management, the treasurer, and the executive administrator. A budget figure for salary increases for division managers shall require the approval of the Executive Committee of the International Board of Directors. Salary increases and/or bonuses for administrative officers shall be determined individually by the Executive Committee.

B. BOARD MEETINGS & CONVENTION TIME OFF

Board Meetings and Conventions – A maximum of two workdays off may be given, in the discretion of the executive administrator, in recognition of extra services performed by personnel at board meetings and conventions. The executive administrator and the president, jointly, shall also have the authority to authorize additional time off in exceptional circumstances, not to exceed two days, for a total of ten days per year.
C. DIVISION MANAGERS AND STAFF

The hiring and dismissing of division managers will be done by the executive administrator in consultation with the international president and executive committee. The executive administrator shall have the full authority to hire and dismiss all other LCI staff in accordance with local labor laws and customs.

D. LABOR LAWS

The board of directors shall and hereby does direct the administrative officers to take all steps necessary to place the association, as an employer, in compliance with the labor and social benefit laws of countries where it has employees.

E. TRAVEL RULES

1. Travel Rules – Group Managers and Division Managers

When accompanied by an adult companion to board meetings and conventions, group managers and division managers shall be allowed 25% of the companion’s fare, up to a maximum of $750, unless otherwise provided in employment agreements.

Business class travel is authorized when total flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights. The executive administrator shall have authority to approve business class fares for other staff members when job duties, excessive scheduled flying time, or other circumstances, in the opinion of the executive administrator, would warrant such approval.

2. Convention Travel Rules – Department Managers

When accompanied by an adult companion to convention, department managers shall be allowed 25% of the companion’s fare, up to a maximum of $500, unless otherwise provided in employment agreements.

3. Mileage Allowance

All employees of Lions Clubs International, who are authorized to use their car or cars on Lions Clubs International business, shall be paid a reasonable mileage allowance in accordance to the customary practice of their respective countries.
F. GROUP INSURANCE PLANS FOR EMPLOYEES

Lions Clubs International may provide a group insurance plan for employees in accordance with their local labor laws and customs.

G. RETIREMENT

1. Retirement Income Plan

Lions Clubs International may provide a retirement income plan for employees in accordance with the customs and/or laws of their country. Benefits and provisions of the plan for U.S. employees are detailed in the master plan document and amendments, which have been approved by the International Board of Directors.

2. Retirement Plans

The Finance and Headquarters Operation Committee has responsibility for the overall administration of the LCI Retirement Income Plan and the LCI 401(k) Savings Plan (retirement plans). The duties and responsibilities are described in Exhibit E.

H. PAID TIME OFF POLICY

All U.S. and non-U.S. LCI full-time employees will be given paid time off (i.e. vacation, holidays, sick leave, bereavement leave, etc.) in accordance with local labor laws and customs as administered by the Human Resources Department. Any significant changes would be reviewed with the Finance and Headquarters Operation Committee.

I. OTHER FRINGE BENEFITS, HOURS, ETC.

1. 401K Savings Plan

U.S. LCI employees may be eligible to participate in a 401K savings plan. Non-U.S. LCI employees will receive benefits in accordance with their local labor laws and customs.

2. Service Recognition

LCI employees will be given service recognition awards after 5 years and at 5-year intervals thereafter.

3. Employee Training Program
Lions Clubs International shall have a program whereby U.S. employees hereafter shall have the opportunity to attend job-related seminars and schools with full reimbursement, subject to rules and procedures hereinafter (see EXHIBIT A).

In-house and external seminars and workshops may be presented based on association needs as determined by management subject to rules and procedures hereinafter (see EXHIBIT B).

J. GENERAL

1. **Reimbursement of Salaries and Expenses in Local Currency**

   Reimbursement to employees for salaries and expenses shall be made in the currency of the country in which they are employed.

2. **Gifts From Commercial Licensees**

   The International Board of Directors hereby prohibits all employees of the association from accepting gifts of any kind from both the commercial licensees of the association as well as those who seek to become such licensees.

3. **Staff Candidacy for International Office**

   Any member of staff intending to seek election or otherwise announce his/her candidacy for the offices of vice district governor, district governor, council chairperson, international director, or international executive officer, must resign his/her employment with the association at least two years prior to the date of the convention where he/she intends to seek election.

4. **Speaking Assignments**

   Except in extraordinary circumstances approved by the president and executive administrator, international headquarters staff shall not be assigned as speakers representing Lions Clubs International at Club, District or Multiple District functions.
## EXHIBIT A
### REIMBURSABLE U.S. EMPLOYEE TRAINING PROGRAM – RULES AND PROCEDURES

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>ALL EXEMPT EMPLOYEES</th>
<th>ALL OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All full-time</td>
<td>All full-time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restrictions to kinds of Seminars or courses</th>
<th>Must be job-related</th>
<th>Must be job-related</th>
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</table>

<table>
<thead>
<tr>
<th>Annual limit to individual reimbursement</th>
<th>US$1300 (effective July 1, 2006) including fees and materials, but not travel</th>
<th>US$650 (effective July 1, 2006), including fees and materials, but not travel</th>
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</table>

<table>
<thead>
<tr>
<th>Reimbursement agreement</th>
<th>100% for passing grade 0% for failing grade</th>
<th>100% for passing grade 0% for failing grade</th>
</tr>
</thead>
</table>

### Approval Sequence

<table>
<thead>
<tr>
<th>Budget Control and Record Keeping</th>
<th>Human Resources Department</th>
<th>Human Resources Department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acceptability of school, Sponsor and/or instructor</th>
<th>Human Resources Department</th>
<th>Human Resources Department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approval or non-approval of individual request for participation</th>
<th>For Department Managers and Other Non-Management Exempt Staff:</th>
<th>For All Non-Exempt Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Division Manager and an administrative officer, with advice of Human Resources Department</td>
<td>By Department Manager, Division Manager, and an administrative officer, with advice of Human Resources Department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Division Managers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>By an administrative officer, with advice of Human Resources Department</td>
<td></td>
</tr>
</tbody>
</table>

Effective March 4, 2016
### HEADQUARTERS’ TRAINING PROGRAM – RULES AND PROCEDURES

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>ALL EXEMPT EMPLOYEES</th>
<th>ALL OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All full-time</td>
<td>All full-time</td>
</tr>
</tbody>
</table>

| Expense           | Association pays all in advance | Association pays all in advance |

**Approval Sequence:**

<table>
<thead>
<tr>
<th>Budget Control and Record Keeping Department</th>
<th>Human Resources Department</th>
<th>Human Resources Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptability of school, sponsor and/or instructor</td>
<td>Human Resources Department</td>
<td>Human Resources Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval or non-approval of individual request for participation</th>
<th>For Department Managers and Other Non-Management Exempt Staff:</th>
<th>For All Non-Exempt Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Division Manager and an administrative officer, with advice of Human Resources Department</td>
<td>By Department Manager, Division Manager, and an administrative officer, with advice of Human Resources Department</td>
<td></td>
</tr>
</tbody>
</table>

**For Division Managers:**

By an administrative officer, with advice of Human Resources Department
ETHICAL CONDUCT CODE

Ours is a business of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, the International Board, officers, co-workers and communities expect honest and ethical conduct from each of us every day. No act or request on the part of the members, officers and the clubs within our association to whom and for whom we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Conduct Code:

Integrity – Lions Clubs insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

Accountability – Lions Clubs expects all employees to honor the commitments made on behalf of the association and take individual responsibility for all actions and outcomes. We have a zero tolerance policy for ethical violations.

Teamwork – Lions Clubs seeks to maintain a work environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and career development for all employees. We encourage open and effective communication and interaction.

Excellence – Lions Clubs is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and help the association achieve its goals.

Your job here begins with understanding of Lions Clubs’ core values and Ethical Conduct Code; however, your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Additionally, this handbook contains other policies that are part of Lions Clubs’ Ethical Conduct Code, such as: Employment Policy, Anti-Discrimination Guidelines, Alcohol & Drug Guidelines, PC Hardware/Software Guidelines, Internal E-Mail Policy, Disciplinary Policy, Conflict of Interest Policy, Fraud Policy, Gifts Policy, (other policies and policies contained in the Management Personnel Policy Manual). If any ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of management. As set forth in Lions Clubs’ Conflict Resolution Procedure, you should bring ethical or legal compliance issues to the attention of your immediate supervisor, your Department Manager, your Division Manager, or the Human Resources Department. You may also bring any ethical or legal compliance issues to the attention of the Administrative Officers (the Executive Administrator, Treasurer, or Secretary) or the Legal Division.

Lions Clubs’ Ethical Conduct Code, along with the policies contained in this handbook provide a guide to help you understand what is expected from you and to help you make good decisions. Please join us in continuing Lions Clubs’ tradition of honest and ethical practices in serving millions of people in need.
FRAUD

Lions Clubs International considers acts of fraud, misrepresentation or any other form of dishonesty committed by its employees to be reprehensible and such conduct will subject offending employees to strict disciplinary actions, up to and including termination of employment and possible civil and/or criminal action. While no list can identify all forms of fraud or dishonesty, some examples include submitting false expense reports, falsifying time sheets, association records, association financial reports or other association documents, abuse of sick time, theft, forging or altering checks, misappropriating association assets or funds, misusing association property and unauthorized handling or reporting of transactions. These are just a few examples. If you experience or witness any activities you think may be fraudulent, you have a responsibility to bring those activities to the attention of management. As set forth in Lions Clubs’ Conflict Resolution Procedure, you should bring fraud or legal compliance issues to the attention of your immediate supervisor, your Department Manager, your Division Manager, or the Human Resources Department. You may also bring any fraud or legal compliance issues to the attention of the Administrative Officers (the Executive Administrator, Treasurer, or Secretary) or the Legal Division.
Lions Clubs International
Retirement Plans

The following applies to the oversight of The Retirement Income Plan for Employees of the International Association of Lions Clubs and The International Association of Lions Clubs 401(k) Savings Plan (i.e. retirement plans).

Retirement Plans Oversight

**Oversee the retirement plans administration and management of assets.** This responsibility includes the following:

- Ensure compliance with all Employee Retirement Income Security Act (ERISA) fiduciary requirements
- Periodically review and approve the structure of the retirement plans
- Monitor compliance with investment policies and guidelines
- Ensure that the investment performance objectives are being met
- Periodically review the plan’s investment policy statement to ensure their appropriateness
- Oversee the administration of the plan

**Retirement plans administrative duties.** The Finance & Headquarters Operation Committee delegates the day-to-day administrative duties of each plan to the Administrative Officers to ensure the plans are being administered in accordance with the terms and conditions of the plan documents.

**Finance & Headquarters Operation Committee Duties and Responsibilities**

**Pension Plan:**

- Review provisions of the plan
- Develop and maintain investment policy and investment guidelines/objectives
- Determine asset allocation
- Monitor investment manager performance
- Establish funding policy
- Approve any recommendation to change vendors/providers/fund managers/investment consultants, etc.

**Retirement plans administrative duties.** The Finance & Headquarters Operation Committee delegates the day-to-day administrative duties of each plan to the Administrative Officers to ensure the plans are being administered in accordance with the terms and conditions of the plan documents.

**401(k) Plan:**

- Review provisions of the plan
- Develop and maintain investment policy statement
- Ensure compliance with the Department of Labor regulations under code Section 404(c), which defines the employer’s and participant’s responsibilities and liabilities
- Monitor the performance of record keeper and funds
- Review provider fees periodically for reasonableness
- Approve any recommendation to change vendors/providers/fund managers/investment consultants, etc.

The Administrative Officers in conjunction with Human Resources staff will be responsible for the following:

Pension Plan and 401(k) Plan:

- Evaluate and select investment managers within the Investment Policy Statement Guidelines.
- Interpret and apply the plans’ eligibility requirements
- Determine eligibility for a benefit
- Determine the amount of a benefit
- Establish procedures and monitor compliance with procedures
- Qualified Domestic Relations Order Claims and Appeals coordination with vendors/outside counsel
- Employee communication/education
- Internal Revenue Service, Department of Labor, and Pension Benefit Guaranty Corporation reporting compliance
- Initiate and execute routine plan amendments necessary to keep the plan document in compliance with government regulations (i.e. Pension Protection Act of 2006, Economic Growth & Tax Relief & Reconciliation Act of 2001, etc.) as advised by Human Resources Department and/or legal counsel
- Review performance of investment managers and investment funds quarterly and report results to the Finance & Headquarters Operation Committee at least quarterly

The Administrative Officers are authorized to sign routine documents relative to the The Retirement Income Plan for Employees of the International Association of Lions Clubs and The International Association of Lions Clubs 401(k) Savings Plan on behalf of Lions Clubs International.
CHAPTER XIII
INTERNATIONAL RELATIONS

A. RELATIONSHIP OF LIONS CLUBS INTERNATIONAL TO THE UNITED NATIONS (ECOSOC)

Article 71 of the Charter of the United Nations states, “The Economic and Social Council may make suitable arrangements for consultation with nongovernmental organizations which are concerned with matters within its competence. Such arrangements may be made with international organizations.”

Lions took a leading role in activities during the UN Charter Conference at San Francisco in 1945. Since 1947, Lions Clubs International has been one of the nongovernmental organizations holding consultative status to the Economic and Social Council (ECOSOC). It is incorrect, however, to say that Lions have consultative status to the UN in general.

The Economic and Social Council, one of the main bodies of the United Nations, is concerned primarily with advancing the welfare of all human beings. It is the Security Council of the UN that has direct responsibility for the first purpose of the United Nations, “To maintain international peace and security...” Lions Clubs International has no relationship with the Security Council. It is not the policy of Lions Clubs International to endorse particular resolutions or actions of the United Nations taken to further the first stated purpose of the UN, “To maintain international peace and security.”

With regard to the second and third stated purposes of the United Nations, “To develop friendly relations among nations...” and “To achieve international cooperation in solving international problems of an economic, social, cultural, or humanitarian character...” comparison is invited to the first Object of Lions Clubs International: “To create and foster a spirit of understanding among the peoples of the world.”

Lions Clubs International supports the United Nations idea of a world at peace. Lions membership is encouraged to be informed, to support, and to promulgate information about the UN, its humanitarian objectives, and the work of its agencies – especially in public observations of United Nations Day on October 24 each year.

B. AFFILIATION WITH INTERNATIONAL ORGANIZATIONS

The following criteria shall be used as the basis for establishing the continuing affiliation with international organizations:

1. Affiliation be considered only with those international organizations that can provide guidance, direction, and mutual cooperation in implementing specific projects related to the following basic areas:

   a. Education, in the broadest sense
b. Implementation of specific humanitarian service programs designed to help people help themselves

c. Emergency relief and assistance where required.

2. A complete report on the benefits of such an affiliation and the nature of the cooperative endeavors be presented to the board for consideration and discussion at least one board meeting prior to any action taken to effect such affiliation.

3. Appointments be made annually by the international president to the Economic and Social Council of the United Nations, UNESCO, the World Health Organization, UNICEF and the Council of Europe. An appointment to Junior Chamber International shall be made for a three-year term by the international president in consultation with the first, second and third international vice presidents. Appointees shall be Lions, preferably past international presidents or past international directors who live near the headquarters of the respective international organization. Such appointees shall be entitled to reasonable reimbursement based on an allocated budget approved by the Finance and Headquarters Operation Committee. Each appointee is expected to submit periodic reports to the appropriate committee of the International Board of Directors. These reports should represent a thoughtful consideration of matters on which our association and the affiliated organization can: (1) exchange information and/or (2) mutually cooperate to better humanity. [Highlighted changes take effect July 1, 2016]

The international president may appoint additional representatives to regional branches of these associations. Such appointments, however, will have no expense reimbursement except in special situations approved by the international president.

Appointees invited by the respective international organization to assume additional duties or positions in their capacity as association representatives shall obtain approval from the international president in consultation with the other members of the Executive Committee before accepting.

4. Once established, the relationship shall be reviewed periodically by the appropriate board committee, along with a recommendation to continue or discontinue the relationship.

C. INTERNATIONAL RELATIONS MONTH – OCTOBER

The month of October shall be “International Relations Month.” Worldwide celebration of United Nations Day and World Lions Service Day occur during this month. Appropriate and timely announcements and information regarding successful activities which can be performed in the international relations field shall be circulated to Lions through our various publications.
D. INTERNATIONAL RELATIONS PROGRAMS

1. Vocational Assistance

The Vocational Assistance Program shall be implemented as an international project.

Guidelines are contained in the District International Understanding and Cooperation booklet (IAD-65) and are also distributed upon request.

2. International Club Twinning

The International Club Twinning Program is a reciprocal program between clubs of different countries. Its purpose is to give Lions, and Leos of different cultures an opportunity to learn more about each other. Twinning should only take place between like clubs: i.e., Lions with Lions, and Leo with Leo.

3. District Governors-Elect Twinning

The District and Club Administration Division will compile a list in which each district governor-elect will be twinned with another district governor-elect for the ensuing year. They will meet at an international luncheon held in conjunction with the district governors-elect school. In addition, these district governors-elect twins will be seated at an “international table,” at which representatives from as many different countries as possible will be seated.

The purpose of this function is to allow district governors-elect an opportunity to exchange information on a personal basis and to discuss possibilities of district twinning.

4. District Twinning

District twinning is a form of international partnership in which a district in one country enters into a relationship with a district in another country to mutually cooperate on specific projects in either their own districts, or a district in still another country, and to foster club and community twinnings in the respective districts.

5. Lions Day with the United Nations

BE IT RESOLVED, That to promote “Lions Day with the United Nations,” Lions clubs be encouraged to hold meetings with representatives of U.N. agencies on the same day as the international president of our association meets with the secretary-general of the U.N. The official representative(s) to the Economic and Social Council of the United Nations as appointed annually by the International President shall chair and coordinate the program of the annual Lions Day with the United Nations held in New York.
E. REQUESTS FOR MONEY, MATERIALS OR SERVICES

Requests for money, materials or services received by headquarters from Lions clubs or districts and individuals shall be channeled through their respective district governors. The district governor is in a more favorable position to evaluate such requests, and to advise as to resources available in the district or a nearby area. He/she should use discretion but may forward the request to an appropriate district governor of his/her own or another country. Such undertakings must be done in the spirit of joint projects by the Lions, and the requesting Lions club or district must indicate how they will participate in the project.

F. INTERNATIONAL PLEDGE

The following pledge is recommended for Lions use during sponsoring ceremonies:
I pledge allegiance to my country and to the cause of peace throughout the world.

I believe in the principles of Lionism as contained in the Lions Code of Ethics.

I am proud to be a Lion, dedicated to the service of others.

G. INTERNATIONAL RELATIONS RECOGNITION PROGRAM

1. Objective:

To encourage the involvement of every Lions club in activities which further the first Object “To create and foster a spirit of understanding among the peoples of the world.”

2. Lions International Relations Award

An appropriate award shall be provided annually to district governors for presentation to a Lion within the district who has demonstrated the most outstanding international relations activity in one or more of the following areas of qualification:

a. Outstanding achievement in LCIF activities
b. United Nations projects and efforts
c. Initiatives to promote peace and cooperation among peoples of different nations and cultures
d. Leadership in international assistance projects
e. Other distinguished accomplishments in international relations.

3. Awards to Clubs

a. Twinning Recognition Award
Clubs which report having twinned shall receive a twinning patch in recognition of their twinning. Only one twinning award will be provided per fiscal year regardless of the number of twinnings initiated during a particular fiscal year. Annual awards are not issued for twinnings that continue over the years. Twinning should only take place between like clubs: i.e., Lions with Lions, and Leo with Leo.

b. **Lions Outstanding Club Patch**

To promote activities that emphasize international understanding and cooperation, the international president awards a special patch each year to one Lions club per district nominated by the district governor for outstanding participation in international relations activities.

4. **UNICEF School-in-a-Box Program**

Lions clubs donating US$500 or more through LCIF for the UNICEF School-in-a-Box program shall receive a Lions/UNICEF School-in-a-Box banner patch award. Lions clubs making repeat donations of US$500 or more through LCIF for the UNICEF School-in-a-Box program in subsequent years shall receive a chevron patch award.

5. **International Relations Chairperson Awards**

a. **District International Relations Chairperson Award**

An appropriate award shall be provided annually to district governors for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

b. **Multiple District International Relations Chairperson Award**

An appropriate award shall be provided annually to council chairpersons for presentation to the multiple district chairperson for achievement in fulfilling the requirements of the position.
A. LEADERSHIP DEVELOPMENT PROGRAM

1. Mission Statement

On behalf of the board, our mission is to improve the quality of Lions leadership.

2. Goals

   a. Set strategy and evaluate results to ensure effectiveness
   b. Make programs available to all constitutional areas
   c. Ensure that programs are culturally adapted
   d. Develop programs that are on the cutting edge of learning opportunity and technology
   e. Develop programs of credibility and highest quality
   f. Inspire and motivate Lions to seek out and assume leadership responsibilities at all levels of the Association

3. Program Objectives

   a. To expand and make more effective the association’s humanitarian services and to expand and strengthen the association’s fellowship by improving the quality of Lions leadership through systematic, accessible, high quality learning opportunities.

   b. To continually develop and enhance critical leadership skills in multiple district, district, and club officers by providing opportunities for participation in institutes and seminars which are conducted according to internationally acknowledged standards of excellence. The ultimate goal is for Lions to learn and experience what it means to be a Lion and to be inspired to pursue higher positions of leadership for the benefit of all Lions.

   c. To obtain maximum attendance and participation in these programs by presenting them in challenging and relevant ways.

   d. To continually develop Lions who are able to design, organize, promote, and conduct effective leadership development programs.

   e. To provide ongoing consultation and support in the area of leadership development and training for Lions involved in membership growth.
4. **General Policy**

   a. The Leadership Program shall be implemented according to policy as established by the International Board of Directors.

   b. Specific leadership programs and materials shall be proposed, designed and developed by the Leadership Development Division in collaboration with the Leadership Development Committee.

   c. Program dates, locations and overall evaluations shall be reported by the Leadership Development Committee to the International Board of Directors.

5. **Operating Policies**

   a. **Expense Reimbursements**
      
      Lions Clubs International will pay specific expenses and/or reimburse participants as approved within each program, in accordance with the General Reimbursement Policy.

   b. **Official Languages**
      
      All leadership development materials will be produced in the Association’s official languages. Participants in leadership development events will receive training in one of the Association’s official languages.

B. **CLUB OFFICER ORIENTATION**

   1. Single and sub districts shall conduct a club officers orientation program annually prior to July 1 according to the policy and procedures established by the International Board of Directors.

C. **MULTIPLE DISTRICT ORIENTATION OF DISTRICT GOVERNORS-ELECT**

   1. Multiple districts, either individually or jointly, shall conduct an orientation program prior to the International District Governors-Elect Seminar for the incoming district governors and/or vice district governors according to the policy and procedures established by the International Board of Directors. The GLT-MD is to coordinate the seminar in consultation with the respective GLT area leader and the council of governors. For those multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple districts that do not have a multiple district GLT coordinator, the respective GLT area leader or GLT special area advisor will coordinate the seminar in consultation with the council of governors.

   2. The Association shall provide multiple districts access to the District Governor Team Manual in the appropriate Lions Clubs International official language.
D. INTERNATIONAL DISTRICT GOVERNORS-ELECT SEMINAR

1. The International District Governors-Elect Seminar shall be conducted prior to the
   International Convention.

2. The seminar faculty appointments shall be subject to the approval of the Executive
   Committee during the August Executive Committee Meeting preceding the respective
   District Governors-Elect Seminar. Subsequent revisions to the faculty team shall be
   subject to the approval of the Executive Committee.

3. The seminar plan, including the schedule, curriculum, and budget shall be subject to the
   approval of the International Board of Directors.

4. The Leadership Development Division shall be responsible for the design and
   development of the Vice District Governors/District Governors-Elect Training Program
   curriculum including the District Governors-Elect Seminar, in consultation with the
   incoming international president and/or his/her designate, to prepare the first vice district
   governors/governors-elect for their term as district governor. The following topic areas
   are to be included:

   - Goal Setting
   - Team Management
   - Communication Skills
   - Managerial/Administrative Skills
   - LCI Resources
   - An orientation program for adult companions of district governors-elect shall be
     included in the District Governors-Elect Seminar program.

5. The second vice president shall select a Lion to serve as District Governors-Elect
   Seminar chairperson for the year in which the individual serves as the first vice president.

6. Qualified candidates for the position of District Governors-Elect Seminar Chairperson
   shall meet the following requirements:

   a. Served as a District Governors-Elect Seminar group leader during the 10 years prior
      to the year in which the individual will serve as chairperson or present similar
      experience in LCI-sponsored training programs or equivalent multiple district or
      higher level training events.
   b. Completed a term as district governor
   c. Ability to speak and understand English
   d. Ability to effectively use the Internet, LCI website and electronic mail
   e. Not endorsed and certified for international office from the beginning of the term as
      District Governors-Elect Seminar vice chairperson through the seminar for which the
      individual serves as chairperson.
7. The District Governors-Elect Seminar chairperson shall serve as vice chairperson during the year immediately preceding the seminar which he/she will chair.

8. The Association shall reimburse the expenses for the District Governors-Elect Seminar’s incoming president, chairperson and vice chairperson according to established General Reimbursement Policy, in the following situations:

   a. **Incoming President**

      (1) A site inspection one year prior to the location where the incoming president’s seminar is being conducted - transportation, lodging, meals for incoming president and one adult companion.

   b. **Chairperson**

      (1) One site inspection to the site of the District Governors-Elect Seminar that will occur during the chairperson’s term as seminar chairperson - transportation, lodging, meals.

      (2) The seminar itself - transportation, lodging, meals - for chairperson and one adult companion.

      (3) Two trips to headquarters for a combined maximum of three nights and four days.

      (4) Any additional trips to the seminar site or headquarters require the approval of the international president.

   c. **Vice Chairperson**

      (1) One trip to headquarters for a maximum of two nights and three days.

      (2) The seminar itself transportation, lodging, meals for vice chairperson and one adult companion.

9. The second vice president, in consultation with his or her selected District Governors-Elect Seminar chairperson and the Leadership Development Division Manager shall select Lions to serve as group leaders for the year in which the individual serves as first vice president.

10. Qualified candidates for the position of District Governors-Elect Seminar Group Leader shall meet the following requirements:

    a. Served as teaching faculty for LCI-sponsored training including Advanced Lions Leadership Institute, Faculty Development Institute, previous MERL Chairpersons
Seminar, District Governors-Elect Seminar or equivalent multiple district or higher level training events including GMT and GLT training.

b. Not served as District Governors-Elect Seminar group leader for the five consecutive years prior to the year in which the individual will serve as group leader

c. Completed a term as district governor

d. Fluency in assigned teaching language

e. Ability to speak and understand English, or local access to non-LCI translation services.

f. Ability to effectively use the Internet, LCI website and electronic mail

g. Agree to present board approved LCI curriculum

h. Not endorsed and certified for international office from the beginning of the term as District Governors-Elect Seminar group leader through the seminar for which the individual serves as group leader.

11. Faculty

a. The Association shall pay faculty members not covered under any other Rules of Audit, ten (10) days hotel and meals. When traveling to the District Governors-Elect Seminar and flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights, travelers are allowed one day of rest at the site of the seminar. One night hotel and meal expenses for a rest day will be reimbursed. A day of rest is not authorized for return trip home.

b. All travelers are expected to follow the annual guidelines provided by Lions Clubs International Travel Department when making travel arrangement.

c. One (1) economy roundtrip airline ticket for faculty member by the shortest and most direct route for the approved travel dates only. Reimbursement for one (1) economy roundtrip airline ticket for one adult companion not to exceed US$500.00. Final airfare reimbursement will be based on actual costs and original receipts.

E. FIRST YEAR DIRECTORS ORIENTATION

1. The international president shall hold a preliminary orientation session for first year directors following the international convention.

F. ONGOING LEADERSHIP PROGRAMS
1. Advanced Lions Leadership Institute

a. The purpose of the Advanced Lions Leadership Institute is to provide Lions an opportunity to enhance critical skills in preparation for leadership responsibilities at the zone, region and district levels.

b. Qualified candidates for Advanced Lions Leadership Institutes are Lions who have completed a successful term as club president, but have not yet attained the position of first vice district governor. Current club presidents may be considered on a space available basis.

c. The budget, locations, curriculum, schedule, Lions faculty, participant qualifications and selection procedures will be determined by the Leadership Development Division in consultation with the Leadership Development Committee and the GLT leaders of the constitutional area.

d. All faculty members are expected to adhere to established Advanced Lions Leadership Institute curriculum.

e. The district of a respective Advanced Lions Leadership Institute participant will be billed one night sleeping room charge and one day meals cost for each day that the participant is absent for a portion of or all of the institute classes. This charge will defray Association expenses incurred for accommodations and meals for nonparticipating attendees.

An administrative officer shall have the power to waive the fee when there are circumstances that, in the officer’s opinion, warrant cancellation of the charge.

f. 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.

2. Faculty Development Institute

a. The purpose of the Faculty Development Institute is to increase the number of quality instructors within Lions Clubs International while enhancing the skills of experienced Lions faculty.

b. Qualified candidates for Faculty Development Institutes are Lions with some experience in training and a keen interest in contributing as faculty to high quality leadership development training in their area. Qualified district governors will be considered for participation on a space available basis only.
c. Lions participating in this four-day course will be required to conduct a training event within 6 (six) months of the institute, in order to be considered a graduate of the Faculty Development Institute program.

d. The budget, locations, curriculum, schedule, Lions faculty, participant qualifications and selection procedures will be determined by the Leadership Development Division in consultation with the Leadership Development Committee and the GLT leaders of the constitutional area.

e. All faculty members are expected to adhere to established Faculty Development Institute curriculum.

f. The district of a respective Faculty Development Institute participant will be billed one night sleeping room charge and one day meals cost for each day that the participant is absent for a portion of or all of the institute classes. This charge will defray association expenses incurred for accommodations and meals for non-participating attendees.

An administrative officer shall have the power to waive the fee when there are circumstances that, in the officer’s opinion, warrant cancellation of the charge.

g. 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.

3. Emerging Lions Leadership Institute

a. The purpose of the Emerging Lions Leadership Institute is to build the skills of Lions members for leadership opportunities at the club level, including the position of club president.

b. Qualified candidates for Emerging Lions Leadership Institutes are 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.

c. The budget, location, curriculum, schedule, Lions faculty, participant qualifications and selection procedures will be determined by the Leadership Development Division in consultation with the Leadership Development Committee and the GLT leaders of the constitutional area.
d. All faculty members are expected to adhere to established Emerging Lions Leadership Institute curriculum.

e. The district of a respective Emerging Lions Leadership Institute participant will be billed one night sleeping room charge and one day meals cost for each day that the participant is absent for a portion of or all of the institute classes. This charge will defray Association expenses incurred for accommodations and meals for nonparticipating attendees.

An administrative officer shall have the power to waive the fee when there are circumstances that, in the officer’s opinion, warrant cancellation of the charge.

f. 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.

4. Regional Lions Leadership Institute

a. The Regional Lions Leadership Institute is a grant program allowing multiple districts to apply for funding to support leadership institutes at the multiple district level. Applications from single and sub district will be considered only if Regional Lions Leadership Institute funding remains available.

b. A maximum of one Regional Lions Leadership Institute will be allowed per multiple district per year. Additional institutes will be considered only based on geographic need and only if Regional Lions Leadership Institute funds remain available.

c. An amount up to US$143 per confirmed participant is allowed per approved Regional Lions Leadership Institute, up to a maximum of US$10,000, for funding applicants receiving Regional Lions Leadership Institute funding for the first and second time.

An amount up to US$143 per confirmed participant is allowed per approved Regional Lions Leadership Institute, up to a maximum of US$7,500, for funding applicants that have previously received Regional Lions Leadership Institute funding support two or more times.

d. The funding applicant must provide funds equal to 50% of the total cost of the Regional Lions Leadership Institute from non Lions Clubs International sources.

e. Application Procedure

(1) Completed Regional Lions Leadership Institute Funding Applications must be received by the Leadership Development Division no later than the specific
application submission deadline. To qualify for consideration, applicants must provide all information required on the form. No funds will be reserved for a specific Regional Lions Leadership Institute until a completed application and all required information has been received, reviewed and approved by the Leadership Development Division.

(2) Upon approval, the Leadership Development Division will issue a Regional Lions Leadership Institute Agreement (contract), which must be reviewed, signed, and returned to the Leadership Development Division within 60 days to secure funding. In the event that an agreement is not received by the Leadership Development Division within the specified timeframe, reserved funds will be released and made available to other applicants.

f. Approved applicants will receive a partial payment in the amount of 50% of the reserved amount of funds prior to the institute. The balance due will be determined by actual eligible expenses incurred, not to exceed the total amount reserved, and will be paid only upon receipt of all required documents and receipts. The total amount of reimbursement may not exceed 50% of the total cost of the Regional Lions Leadership Institute.

g. The Leadership Development Division shall provide curriculum and guidelines to maximize the quality of each Regional Lions Leadership Institute.

h. The multiple (or single or sub) district is responsible for its Regional Lions leadership Institute. While Lions Clubs International provides funding and curriculum support, it is not liable for multiple (or single or sub) district operations and/or any expenses associated with the Regional Lions Leadership Institute.

G. GLOBAL LEADERSHIP TEAM: MULTIPLE DISTRICT, SINGLE DISTRICT AND SUB-DISTRICT

a. Purpose
Operating in collaboration with the Global Membership Team (GMT), the purpose of the Global Leadership Team (GLT) is to identify and cultivate effective leaders through active training and leadership development initiatives.

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

c. Structure and Appointments
The GLT structure consists of Lions leaders designated to serve specific areas, including multiple districts, single district and sub-districts. GLT members are appointed for a three year term and are subject to annual review and confirmation of appointment or removal based on performance by the International President. Information related to the overall GMT and GLT structure and appointment procedures appears in Chapter IX (District Officers & Organization), paragraph M. of the Board Policy Manual.

(1) Multiple District Level: Each multiple district assigned to a GMT/GLT area or special area comprised of 2 or more multiple districts has a GLT (GLT-MD), comprised of a GLT-MD Coordinator, the Council Chairperson, and up to three additional qualified Lions with expertise in leadership development. Unless specifically approved by the International President, multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple district do not have a multiple district GLT coordinator. In this case, the respective GLT area leader or special area advisor will fulfill related responsibilities at the multiple district level. The GLT-MD works in a cooperative manner with the GMT-MD.

d. When a new GMT/GLT three year term begins, the Council of Governors, in consultation with the respective GLT Area Leader and Council Chairperson, is responsible for appointing GLT-MD members, including the GLT-MD Coordinator (where applicable) and others, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

(1) Single District Level: Each single district has a GLT (GLT-D), comprised of a GLT-D Coordinator, the District Governor Team, Region Chairpersons (where applicable) and Zone Chairpersons, with the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GLT-D works in a cooperative manner with the GMT-D.

e. When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GLT Area Leader, is responsible for appointing GLT-D members, including the GLT-D Coordinator and others, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

(1) Sub-District Level: Each single district has a GLT (GLT-D), comprised of a GLT-D Coordinator, the District Governor Team, Region Chairpersons (where applicable) and Zone Chairpersons, with the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GLT-D works in a cooperative manner with the GMT-D.

f. When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GLT Area Leader and GLT-MD Coordinator (where applicable), is responsible for appointing GLT-D members, including the GLT-D
Coordinator and other team members, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

g. **GLT Responsibilities**

The GLT encourages the identification and development of leaders while providing relevant training, education, mentoring and motivation to maximize effectiveness. Detailed information related to specific GLT responsibilities appears in the position descriptions for the GLT-MD coordinator and GLT-D coordinator.
A. LIONS CLUBS INTERNATIONAL TRADEMARK POLICIES

1. GENERAL TRADEMARK POLICIES. As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, sub- and multiple, hereinafter referred as “districts”), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world. The association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.

a. Definition of “TRADEMARKS.” 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.

b. 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.

![Lions International Emblem](image)

c. Trademark Registrations. The association’s trademarks are registered and managed by the Legal Division of Lions Clubs International. No Lions district (single, sub- or multiple), club or member may register Lions trademarks.

d. LEO, LIONESS or Other Official Association Programs: Lions clubs and districts are automatically granted permission and license to use the association trademarks in connection with sponsorship of Leo Clubs, Lioness Clubs, Official Contests, Youth Camps or other official association programs in accordance with the policies governing such programs, so long as said trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division or official licensees.

e. Duty to Enforce and Report Unauthorized Use. All association officers, board appointees, council chairpersons and vice district governors have a duty to agree to abide by and encourage enforcement of the association trademark policies, report any and all unauthorized use of the association trademarks to the Legal Division, and acknowledge such duty in writing annually to the Legal Division.
f. **General Standards of Quality and Content.** 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.

2. **OPERATIONS OF ASSOCIATION.** The association, its officers, directors and authorized staff may use the association trademarks in the promotion and furtherance of the association’s purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors. General operations shall include but are not limited to the International Convention, club supplies, The LION Magazine, corporate sponsorships, cooperative alliances, and all other association programs and publications. The expenses for all new trademark registrations must be budgeted by the respective division, department or program. The expenses for all trademark renewals will be the responsibility of the Legal Division.

3. **NON–DUES REVENUE PROGRAMS OFFERED BY THE ASSOCIATION.** The association, from time to time, may offer special non-dues revenue programs and services to all members, when feasible. Royalty income derived from the use of the association trademarks on such non-dues revenue programs will accrue to the general fund. The following products/programs shall not be offered as non-dues revenue programs by the association: Insurance products, mortgages, health products and financial services – excluding affinity credit cards.

4. **AUTOMATIC LICENSE TO MEMBERS, CLUBS AND DISTRICTS.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of the association’s purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any goods or services to be sold or items otherwise available from the Club Supplies and Distribution Division and official licensees.

   a. **Printed Material.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks on printed material reasonably related to club and district operations and promotion, (such as letterhead, business cards, envelopes and brochures), so long as such items are not to be sold.

   b. **Digital Media Authorization.** Lions members, clubs and districts may use the association trademarks on their respective websites, in social media or other digital media applications, and as part of domain names and personal email addresses, provided that, all such use of the association trademarks are in accordance with the policies and procedures adopted from time to time by the International Board of Directors and such use clearly identifies the member, club or district to ensure that Lions Clubs International is not identified as the source of content.
c. **Downloaded Emblems.** Any reproduction of the association trademarks may be downloaded by Lions members from the official formats provided on the association’s website. These are the only trademarks that may be reproduced electronically or otherwise.

5. **AUTHORIZED USE BY LIONS MEMBERS, CLUBS AND DISTRICTS.** In addition to the automatic permission and license as provided in this policy, Lions members, clubs and districts are authorized to use the association trademarks as provided below:

a. **Use of Items Bearing the Association Trademarks.** Lions members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For items not available through the Club Supplies and Distribution Division and official licensees, Lions clubs and districts are authorized to use, purchase, manufacture, distribute or sell items bearing the association trademarks as provided below:

(1) **Automatic Permission and License For Apparel Items (Excluding Vests):** For all apparel items excluding vests, Lions members and districts are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, whichever is greater, in one fiscal year. For purposes of this section, apparel items are defined as clothing such as caps, shirts and ties that one would wear to cover, protect or decorate your body.

(2) **All Other Items Requiring Approval:** For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Lions members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or royalty payments as determined by the Club Supplies and Distribution Division or the Legal Division.

b. **Sponsors of Club or District Projects**

(1) Lions clubs and districts are authorized to use the association trademarks in connection with the name and/or emblem of a sponsor of a club and/or district project as provided below, so long as the club or district name is clearly identified in all such use and such use does not conflict with the purposes of
the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and:

i. If the sponsor or project is a club(s) and/or one district (single or sub) project, then approval to use the association trademarks in connection with such project is automatically granted to said club(s) and/or district.

ii. If the sponsor or project involves more than one sub-district and/or one multiple district, then the sponsor shall be approved by the respective multiple district council of governors.

iii. If the sponsor or project involves more than one multiple district, then the sponsor shall be approved by each respective multiple district council of governors and the Legal Division.

(2) An authorized Lions club and/or district sponsor may use the association trademarks on any written communication or promotional material, so long as use is done in accordance with the policies adopted from time to time by the International Board of Directors and meets the following requirements:

i. The name of Lions club and/or district responsible for the sponsorship of such project is clearly identified along with the association trademarks;

ii. Any use of the association trademarks are subject to the scope and duration of the Lions club or district project; and

iii. Upon the termination of the Lions club and/or district authorized sponsorship, authorization to use the association trademarks shall automatically terminate.

c. **Non-Dues Revenue Programs.** Lions clubs, districts, Lions-sponsored foundations, or other Lions-sponsored entities (hereinafter referred to as “sponsors”) may offer non-dues revenue programs and services within its defined boundaries, as provided below:

(1) The non-dues revenue programs or services shall not compete or otherwise conflict with an existing program, sponsored by the association, except as authorized by the International Board of Directors. Permission will be granted to use the association trademarks in connection with the sponsorship of said programs only where a similar program is not currently in existence.

(2) Sponsors of a non-dues revenue program or service shall be required to apply for use of the association trademarks. The application shall include a resolution of support by the sponsoring district cabinet or multiple district
(3) In order to receive authorization to use the association trademarks, the sponsor must agree to review all solicitation materials, including any website content, to ensure that the same are consistent with general standards of quality and content and the applicable trademark policies of the International Board of Directors. Before solicitation begins, all material including proposed website design, must be submitted to the Legal Division for approval.

(4) The sponsor must be clearly identified on the proposed solicitation materials and any other item on which the association trademarks will be printed or otherwise affixed, including, if applicable, credit cards.

(5) The sponsor and the non-dues revenue program vendor agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the sponsor from the vendor as a royalty for use of the association trademarks. The Finance Division will communicate with each licensed sponsor at least annually to determine royalty owing to the association. Each sponsor is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.

(6) The International Board of Directors reserves the right to revoke the license to use the association trademarks upon giving notification to the sponsor and, if known, any vendor. If appropriate and feasible, any such revocation would take into consideration sponsor and vendor contract obligations. In the event the license is revoked, the vendor is required to immediately cease and desist from using the association trademarks.

(7) The sponsor and the non-dues revenue vendor shall use the mailing lists provided by the association for program solicitation purposes only and shall not duplicate or use such mailing lists, for any other purpose whatsoever. If the sponsor and/or non-dues revenue vendor use or make available the association mailing lists for any purpose other than the program, the association reserves the right to immediately revoke authorization to use the association trademarks. Such revocation will be effective immediately upon issuance of the notification to the offending party. A penalty of US$5000.00 shall be assessed against the sponsor and/or non-dues revenue vendor who uses or makes available the mailing lists for any improper purposes or duplicates such lists without authorization.

d. **District Endorsement of International Convention Tour Coordinator.** A district is authorized to endorse a tour coordinator to coordinate travel and/or tours related to the International Convention. An application for endorsement of a tour coordinator must be submitted to the Convention Division. If an endorsed tour coordinator wishes to use the association trademarks in connection with a travel brochure or
similar related literature, the tour coordinator must submit to the Legal Division the following:

(1) A sample of the brochure or similar literature, which must include the following disclaimer: “The International Association of Lions Clubs as well as the Lions district (single, sub- and multiple) shall not be responsible for losses incurred.”

(2) Payment of US$25.00 as a royalty for use of the association trademarks.

6. FOUNDATIONS. The International Board of Directors or its designee, the General Counsel, may grant license to use the association trademarks to any legal entity other than Lions clubs or districts (hereinafter referred to as “foundation”), provided that such entity complete an application in the form attached hereto as Exhibit A. Prior to authorization, the foundation must submit sufficient documentation demonstrating that the proposed activities of the foundation meet the following criteria:

a. Name of Foundation. The name of the proposed foundation shall:

   (1) Include Lions in the name of a foundation;

   (2) Include a community, city, district, state, geographic area or other local designation in the name of a foundation;

   (3) Not conflict with or cause confusion with Lions Clubs International or Lions Clubs International Foundation; and

   (4) Not include the word “Association” in the name of a foundation.

b. Governing Document Requirements. The Articles of Incorporation By-laws, and/or other governing documents (hereinafter referred to as “governing documents”) of the proposed foundation must contain provisions which provide:

   (1) At least a majority of its board of directors are Lions club members in good standing;

   (2) Amendments to its governing documents shall be approved by the general membership of the foundation at a district convention or regular annual meeting;

   (3) Membership consists of Lions clubs or club members in good standing;

   (4) Proxy voting is not permitted; and

   (5) Mandatory dues are not assessed against members of the foundation.
c. **Purposes.** The purposes of the applying foundation must further the purposes and enhance the image of the association. The applying foundation shall not engage in activities that may conflict with the activities, programs or existence of the association or Lions Clubs International Foundation. Other factors deemed relevant may be considered.

d. **Formation Approval.** If the applying foundation is being sponsored by a single club or a group of three (3) or fewer clubs, the applying foundation must submit evidence that each of the sponsoring Lions clubs have approved the formation of the foundation. If the applying foundation is being sponsored by one or more districts (single, sub- or multiple), a group of four (4) or more clubs, or its name implies district level involvement, the applying foundation must submit evidence that the districts (single, sub- or multiple) have approved the formation of the foundation.

e. **Annual Filing Requirements.** The foundation must annually submit its current governing documents along with a list of its current officers to the Legal Division.

f. **Use of Association Trademarks.** Approved foundations must use the Lions name and emblem prominently in its name and operations, including literature, promotional materials and activities. Use of the association trademarks must be in accordance with the policies adopted from time to time by the International Board of Directors. The trademarks shall not be used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

g. **Revocable License.** Foundations meeting the criteria established herein may be issued a revocable license to use the association trademarks. Such use shall continue only if the foundation continues to meet all the criteria set forth herein, comply with the annual filing requirements and maintain the continued support of Lions. Failure to follow these policies may result in the revocation of the license.

7. **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.

8. **CONVENTION TRADING PINS.** The association trademarks may be used on convention trading pins as follows:

   a. **Definition of a Convention Trading Pin.** A convention trading pin is a pin bearing the association’s registered trademarks which:

      (1) Is ordered from an authorized licensee;
(2) Is clearly identified with the club, district (single, sub- or multiple) or member’s name to ensure that Lions Clubs International is not identified as the source of the pin;

(3) Is used solely for trading or gift purposes at Lions conventions or similar functions;

(4) Is in conformance with the association’s trademark policies adopted by the International Board of Directors;

(5) Contains the permanent marking of ® as required by trademark law;

(6) Contains licensee’s identifying mark on the back side of the pin;

(7) Is fitted on the back side with a single clutch, multiple clutch, safety pin, straight pin or screw-back attachment;

(8) Does not designate or relate to any office on any Lions entity;

(9) Is not manufactured for the purpose of recognition, special achievements, training, awards or support of any Lions entity or partners;

(10) Is not manufactured to indicate attendance at, or participation in Lions meetings or special events; and

(11) Is not a jewelry item or piece that is in the same class as an item available in the Lions Official Supply Catalog or special sales promotion brochures or flyers published from time to time by the association’s Club Supplies and Distribution Division.

i. The official membership lapel pin shall not be considered a Convention Trading Pin.

ii. Lions Convention Trading Pins may be obtained solely from Club Supplies and/or an official licensee authorized to manufacture, sell and distribute trading pins.

iii. Convention Trading Pins may be purchased for trading or gift purposed only and may not be purchased for resale except after a period of three (3) years from date of manufacture at which time the pin may be sold as a “collectible”.

9. **CONVENTION HOST COMMITTEE.** The International Convention Host Committee shall be permitted to use the association trademarks in promotion of the International Convention, including the sale of items before and during the International Convention,
provided the Host Committee obtains approval from and pays such royalties as determined by the Convention Division and the Legal Division.

10. ENFORCEMENT OF TRADEMARK POLICIES. As the owner of the association trademarks referenced herein, the association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.

a. Unauthorized Use by Lions Members, Clubs and/or Districts. In the event the association receives sufficient evidence that a Lions member, club or district is engaged in the unauthorized use, sale, purchase, manufacture and/or distribution of items bearing the association trademarks, such individual or entity may be notified to immediately cease and desist any such unauthorized use, may be assessed a fee equal to the royalty that the association would have otherwise received in accordance with the policies set forth herein, or may be subject to other appropriate action as determined by the International Board of Directors or the Legal Division.

b. Continued Violation by Lions Members, Clubs and/or Districts. In the event that the association receives sufficient evidence that a Lions member, club or district continues to violate the association trademark policies after receiving proper notice, the association may take any or all of the following actions:

   (1) A Lions club may be directed by the International Board of Directors to discontinue membership of the offending Lion member. If the club fails to take such action, then the Lions club may be placed in “status quo” and/or the club charter may be cancelled by the International Board of Directors.

   (2) Additional sanctions as may be assessed by the International Board of Directors.

   (3) Appropriate legal action may be taken to enforce the association’s trademark interests.

B. USE OF FUNDS POLICY

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.

C. **CONSTITUTIONAL INTERPRETATIONS**

1. **Status International Organizations – District Organization**

   BE IT RESOLVED, That the board of directors shall and hereby does declare that in matters which concern a multiple district as a whole, including but not by way of
limitation dues structure, multiple district convention and matters of like nature, constitutions and by-laws of each sub-district making up the respective multiple district shall be consistent with the constitution and by-laws of the respective multiple district, the association and the policies of the International Board of Directors.

2. **Clarification Constitutional Areas – Europe**
   The board of directors shall and hereby does rule that District 118 (Turkey) is a part of the constitutional area, which includes Europe.

3. **Clarification Constitutional Areas – Europe**
   The board of directors shall and hereby defines the European constitutional area to include District 128 (Israel).

4. **Interpretation of the Phrase “Currencies Selected by the Board of Directors”**
   BE IT RESOLVED, That the phrase “currencies selected by the board of directors” as it appears in the International Constitution and By-Laws is interpreted to mean U.S. dollars until a different currency is selected by the international board.

5. **Interpretation of Vacancy in the Office of Immediate Past President of The International Association of Lions Clubs**
   BE IT RESOLVED, That a vacancy on the board of directors resulting from death of the immediate past president of The International Association of Lions Clubs shall remain vacant until filled by the successor immediate past president of said association.

6. **Interpretation of the Phrase “Immediate Past District Governor”**
   BE IT RESOLVED, That the phrase immediate past district governor shall be interpreted to mean the Lion (whether living or dead) who last served and completed the term for which he/she was elected or appointed as district governor.

7. **Interpretation of the Phrase “Dollars and Cents” as it Appears in the International Constitution and By-Laws**
   BE IT RESOLVED, That the phrase “dollars and cents” as it appears in the International Constitution shall be interpreted to mean United States dollars and cents (US$)/(US¢).

8. **Interpretation of the Phrase “Free Transfer”**
   BE IT RESOLVED, That the phrase “free transfer” means the legal authority to exchange association funds in local currencies for United States dollars and to transfer said funds to association accounts outside the original country of deposit.

9. **Delegate Status for Current International Officers, Past International Presidents, Past International Directors, Council Chairpersons and Past District Governors**
   BE IT RESOLVED, That a current or past international officer who is granted delegate privileges at an international or district (single, sub, multiple or provisional) convention independent of his/her club’s delegate quota shall only be permitted to cast one vote of
his/her choice for each office to be filled and one vote of his/her choice for each question submitted to the respective convention.

10. Interpretation of the Phrase “Good Moral Character and Good Reputation in His/Her Community”

BE IT RESOLVED, That the phrase “good moral character and good reputation in his/her community” as used in Article VIII, Section 2 of the International Constitution is intended to apply to present Lions clubs members as well as prospective Lions clubs members.

BE IT FURTHER RESOLVED, That, if a prospective or present Lions member pleads guilty or is found guilty by a court of law of a crime of moral turpitude he/she does not satisfy the criteria of good moral character and good reputation in his/her community and shall be removed as a member of his/her Lions club.

The term “moral turpitude” shall be defined in accordance with the laws of the jurisdiction in which the association has chartered clubs.

BE IT FURTHER RESOLVED, That, if a prospective or present Lions member has been formally charged or indicted by a court of law of a crime of moral turpitude, he/she does not satisfy the criteria of good moral character and good reputation in his/her community until such time as a final binding decision has been made on the matter and the member has been cleared of all such charges. In such circumstance, the member shall be removed as a member of his/her Lions club until the member has been cleared of all charges of a crime of moral turpitude.

If an individual has satisfied the terms of their conviction, is no longer under any further restrictions as a result of the conviction of a crime of moral turpitude, he/she may be eligible to be a member of a Lions club, if the club has determined that the individual has sufficiently demonstrated that they are of good moral character and good reputation in his/her community.

Provided however, that in the exceptional event that it is necessary to take immediate action in order to prevent harm to members of the association or to the public, or to preserve the image of the association, the Constitution and By-Laws Committee and the International Board of Directors are authorized to review Lions club membership and take any and all appropriate action.

11. Interpretation of the Phrase “Vacancy” as it Appears in the International Constitution

BE IT RESOLVED, That the word “vacancy” as it appears in Article V, Section 4 of the International Constitution shall be interpreted to mean an existing as well as an anticipated vacancy.
12. **Revised Geographical Boundaries of Districts**
   Whenever a district’s (single, sub- or multiple) constitution and by-laws expressly sets out its geographical boundaries, the district must formally amend its governing documents to alter or otherwise change such boundaries. This proposal, like any other proposed amendment, shall require a favorable vote for adoption in accordance with the district’s governing documents.

13. **Use of Funds Transferred from the Emergency Reserve Fund to the General Fund**
   Pursuant to the cap on the Emergency Reserve Fund to 70% of the association’s prior year’s total expense and future income earned there from, may be used to pay all authorized association expenses, including but not limited to, publication and distribution of Lion Magazine.

14. **Interpretation of Eligibility to be Elected**
   The concept of “otherwise eligible under these by-laws or constitution to be elected” is interpreted as follows:

   a. A third vice president or international director candidate is eligible to be elected when the candidate’s endorsements have been issued on or more than the required number of days before the convening date of a particular international convention and, in such circumstances, that particular international convention shall be counted as one (1) of the two (2) succeeding international conventions under the term of validity as provided in the International By-Laws. **[Highlighted changes take effect July 1, 2016]**

   b. The term of validity of endorsement does not begin until a candidate is eligible to be elected. In the event a candidate is not eligible to be elected at a particular international convention, then that particular convention is not counted as one (1) of the two (2) succeeding international conventions under the term of validity. For example, specific circumstances under which endorsed candidates are not eligible to be elected include, but are not limited to, the following:

   (1) If a third vice president or international director candidate’s district (single, sub- or multiple) endorsement is issued less than the required number of days before the convening date of a particular international convention, then the candidate is not eligible to be elected at that particular international convention. **[Highlighted changes take effect July 1, 2016]**

   (2) If a third vice president or international director candidate’s multiple district endorsement has been issued less than the required number of days before the convening date of a particular international convention, then the term of validity of the candidate’s sub-district endorsement shall carry forward and that particular convention shall not be counted as one (1) of the two (2) succeeding international conventions under the term of validity for both district (sub- and multiple) endorsements (even if the sub-district endorsement was issued on or more than the required number of days before
the convening date of a particular international convention). [Highlighted changes take effect July 1, 2016]

(3) If a succeeding International Convention is held within an endorsed candidate’s single or multiple district, then the candidate is not eligible to be elected at that particular international convention.

(4) If a third vice president or international director candidate receives an endorsement from a particular single or multiple district, but an international officer from the same single or multiple district is presently serving on the International Board of Directors, then the candidate is not yet eligible to be elected until the international convention at which the term of the sitting international officer expires. [Highlighted changes take effect July 1, 2016]

15. Interpretation of the Phrase “Members who have been enrolled for at least one year and a day in the club”

BE IT RESOLVED, That the phrase “members who have been enrolled for at least one year and a day in the club,” as the phrase appears in the International Constitution and By-Laws, shall be interpreted to mean the following:

a. A transferee shall be counted as a member for the purpose of calculating the delegate entitlement of the club if the transferee has been a member of receiving transfer club for at least one year and one day.

b. A reinstated member shall be counted as a member of that club for the purpose of calculating the club’s delegate entitlement provided that the reinstated member has been a member of that club for an aggregate period or periods of not less than one year and a day.

c. A newly chartered club will be entitled to one delegate and one alternate delegate until it has been chartered for one year and one day. Thereafter, its delegate quota will be based on the number of members enrolled in the club for one year and one day.

d. Clubs being released from status quo will have their delegate quota based on the number of members enrolled in the club for at least one year and one day at the time of being released from status quo. Provided, however, a club being released from status quo will be entitled to a minimum of one delegate and one alternate delegate.

16. Interpretation of First and Second Vice District Governor Qualifications as the Qualifications Concern an Equivalency Between Lions and Lioness Club Offices

BE IT RESOLVED, That it is recognized and unchanged that Article IX, Sections 6(b)(1) and 6(c)(1) of the International By-Laws provides a first and second vice district governor candidate shall: “Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district” and effective with the adjournment of the 2002 International Convention for the limited purpose of interpreting the qualifications for district position of first and second vice district governor, service as a
club president or as a member of the board of directors of a Lioness club shall be
construed as equivalent to serving as club president or as a member of the board of
directors of a Lions club.

BE IT RESOLVED, That Lions club members may; therefore, apply service as Lioness
club president or as a member of the board of directors of a Lioness club toward fulfilling
the election qualifications for first and second vice district governor.

17. Interpretation of the Phrase “Shall have Completed His/Her Term, by Election or
Appointment, as International Director.”
BE IT RESOLVED, That Effective with the adjournment of the 2002 International
Convention, the interpretation of the requirement in Article II, Section 2(a)(2) of the
International By-Laws that a thirdsecond vice president candidate “shall have completed
or be completing his/her term, by election or appointment, as international director”
requires completion of a full term or majority thereof as international director.
[Highlighted changes take effect July 1, 2016]

18. Interpretation of the Phrase “Withdrawal” as it Appears in the International By-
Laws.
BE IT RESOLVED, That Effective with the adjournment of the 2002 International
Convention, the interpretation of the word “withdrawal” as it appears in Article II,
Section 4(a)(iii) of the International By-Laws is not intended to mean the endorsed
candidate’s decision to stand down or to refrain from submitting his or her name to the
International Nominating Committee at a specific international convention.

19. Interpretation of District Procedural Requirements
BE IT RESOLVED, That Article IX, Section 5 of the International By-Laws restricting
the requirement of qualifications in addition to those set forth in the International
Constitution and By-Laws for international office candidacy also applies to first and
second vice district governor candidates, notwithstanding the fact that a first or second
vice district governor is not an international officer.

20. Interpretation of the Notice Requirements for the Official Convention Call and
Notice of Amendments.
BE IT RESOLVED, That The publication of the Official Convention Call and Notice of
Amendments as required under Article XI, Section 2 of the International Constitution and
Article VI, Section 2 and Article XIII, Section 2 of the International By-Laws are deemed
to be sufficiently met by the following: (a) publishing these notices in English in the
official headquarters edition of Lion Magazine within the time frame required and
submitting these notices to all other official editions of Lion Magazine in the appropriate
languages for publication as soon as received or at the time specified in accordance with
Chapter XVII of the Board Policy Manual; (b) publishing these notices on the
association’s website in all official languages within the time frame required; and (c)
sending an email message regarding the availability of these notices on the association’s
website in all official languages to an officer in each club for which the association has
received an email address.
D. LEGAL OPINIONS

1. Affiliation with Non-Lion Organizations
   No Lions club or district or multiple district or forum or Lion organization shall affiliate with any multinational non-Lion organization in a way which establishes rights and duties between the parties except upon prior approval of the International Board of Directors.

2. Financial Aid to Candidates
   QUESTION: May a multiple district levy assessments to finance campaigns of candidates for international office?

   OPINION: Yes. 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.

3. Liquor License
   No Lions club may obtain a liquor license in its name where the primary purpose of the license is the sale of liquor to the public.

4. 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:
   
   a. contravene the International Constitution and By-Laws and policies of the International Board of Directors;
   b. levy and/or collect dues;
   c. involve participation on other than a voluntary basis;
   d. superimpose or create any governing structure over and above, or which hinders the proper function of, the regular club and district organizations.

5. Violations of the International Constitution, Board Policy Manual, Principles and/or Objectives of Lionism by Individual Lion Members
   In the event that any individual Lions club member shall, in the opinion of the International Board of Directors, be engaged in conduct which is in violation of the International Constitution and By-Laws, Policy of the board of directors, or against the Lions Code of Ethics and/or objectives of Lionism, the following procedure shall apply.
a. The individual Lion member and his/her club shall be advised of the violation and instructed to discontinue the said violation;
b. If the individual Lions club member does not comply with the directive of the international board, his/her club shall be instructed to terminate his/her Lions club membership;
c. If the individual’s club does not remove the Lion from its membership rolls within thirty (30) days of notification, the club shall be placed in status quo.

6. Ballot Retention
The association shall retain all original international convention ballot cards, whether voted or blank, until sixty (60) days after the adjournment of the international convention immediately following the close of the convention where the election occurred. At that time if it is determined that an election challenge has not been filed, or resolution of a challenge timely made, the ballot cards will be destroyed without keeping a permanent record of such cards.

7. Meetings by Video/Teleconference
The international president may authorize the convening of any regular and special meeting(s) of the international board of directors by a video/teleconferencing format. Voting during video/teleconferencing meetings shall be conducted by ballot, cast by electronic or other suitable means. Request for secret ballots shall be according to the procedure set out in Chapter III, Paragraph A.3. of the International Board Policy Manual.

8. Club Solicitation
Common courtesy dictates that when entering the geographical territory of another club, permission should be sought.

9. Promotion of Professional And/Or Private Commercial Interest
Lions members, clubs, districts (single, sub- and multiple) and Lions-sponsored entities are authorized to use the Lions membership relationship to network, discuss and promote a member’s professional and/or private commercial interests, including activities such as personal member-to-member discussions, invited presentations or providing promotional materials or other information to members upon request. Undesired, unrequested or unsolicited promotion of professional and/or private commercial interests, and/or the use of mailing lists, directories or any other member, club, district or international listing for unsolicited mailings (direct mail, electronic, fax or otherwise) for any professional and/or private commercial purpose or benefit are prohibited.

E. INTERNATIONAL TRADING PIN CLUB
An “International Trading Pin Club” may be organized provided, however, that no such club shall commence operation until its basic documents have been submitted to, and approved by, the International Board of Directors.
F. STAMP CLUBS IN LION COUNTRIES

1. Stamp clubs for Lions only may be established in any club or district (single, sub or multiple) provided the same is approved by the respective club or district (single, sub or multiple) and a working relationship is established with the Lions Clubs International Stamp Club.

2. Lions International Stamp Club
   Advertisements–The Lions International Stamp Club may accept advertisements in its official publication subject to meeting the follow requirements:
   
   a. Rates structure to be submitted to the Legal Division for approval.
   
   b. Policy on refunds from advertisers to be formulated and approved by the Legal Division.
   
   c. Ethics of advertising also to be formulated and approved by the Legal Division.

G. LIONS CLUB PARTICIPATION IN EMPLOYEE INSURANCE

The general counsel shall advise any Lions club so inquiring that participation in employee insurance programs carried by the association shall be limited to employees of the association for the reasons that only such employees are under its direct control and that impractical administrative precedents would be created by allowing employees of Lions clubs to participate therein.

H. CONTRACTS

No contract committing the association shall be executed on behalf of or bind the association unless the same shall have been reviewed and approved in accordance with the association’s Purchasing Policy. Funds to cover such contracts must be provided in the budget approved by the board of directors.

I. CONFLICT OF INTEREST

For a period of two (2) years after the expiration of his or her term of office or appointment, the association shall not enter, nor become, nor be a party to, any contract or transaction of any kind, in which any officer, director, past international president, past international director or international board appointee of the association, or any business or entity of any kind in which such officer, director, past international president, past international director or international board appointee has a controlling stock or other interest, may or shall realize any direct or indirect financial benefit.
J. DISPUTE RESOLUTION PROCEDURES

1. Constitutional Complaints Procedure

All Constitutional Complaints Other Than District Governor/First and Second Vice District Governor Election Challenges

All complaints, claims, or grievances, herein referred to collectively as “Complaints,” arising under or concerning the interpretation, breach of, or application of either the International Association of Lions Clubs’ Constitution and By-Laws or any policy or procedure adopted from time to time by the International Board of Directors must, as a condition precedent to any court proceeding to interpret, enforce, or declare rights or obligations under any of the provisions of the Constitution or By-Laws, International Board Policy or any policy or procedure adopted from time to time by the International Board of Directors, be first presented to and determined according to the following procedure. Any club submitting a Complaint under this procedure, other than those which concern the election of a district governor or vice district governor which is heard under separate rules of procedure, must do so in compliance with and in a timely manner at each step of the procedure. Additionally, at each step of the procedure, the Complainant(s) must submit minutes signed by the club or cabinet secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or district cabinet. Failure to do so will preclude the further processing of the Complaint and constitute a waiver of all causes of action under either the Constitution and By-Laws, International Board Policy or any other policy or procedure adopted from time to time by the International Board of Directors, relating to that Complaint. If an appeal is not timely taken to the next Complaint Step, the Complaint and all matters relating to that Complaint will be final and binding based on the prior Complaint Step Decision.

Complaint Step One

A Complaint may be filed only by a Lions club or district (single, sub and multiple) in good standing within the association. Said Complaint must be presented in writing to the district (single or sub), with a copy to the Legal Division, in which the club is located within thirty (30) days after the Complainant knew or should have known of the occurrence of the event upon which the Complaint is based. The written Complaint should describe the nature of the issues and the requested remedy. The district governor or his designee shall thereafter provide a copy of the Complaint to the person against whom the Complaint requests a remedy, hereinafter referred to as the Respondent, and also to the international association, shall invite the Respondent to conciliate, and shall within thirty (30) days of receiving the Complaint review the Complaint and attempt to resolve the Complaint. The Complaint and all matters relating to the Complaint will be deemed waived if the Complainant refuses to conciliate. The district shall utilize its best efforts to conciliate the Complaint. If such conciliation is unsuccessful, the district shall
notify the Complainant, the Respondent, and the Legal Division in writing of the status of the unsuccessful conciliation and provide the Complainant and the international association a Notice of Failure of Conciliation.

A Complaint filed under Complaint Step One must be accompanied by a US$250.00 filing fee, or its equivalent in the respective national currency, payable by each Complainant to the district which shall be submitted to the district governor at the time the Complaint is filed. In the event the Complaint is settled or withdrawn during the conciliation efforts, US$100.00 shall be retained by the district as an administrative fee and US$75.00 shall be refunded to the Complainant and US$75.00 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 Complaint is not settled or withdrawn during Complaint Step One within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to Complaint Step One are the responsibility of the district, unless established district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

**Complaint Step Two**

Within ten (10) days of receipt of the district’s Notice of Failure of Conciliation, the Complainant, if it wishes to pursue said complaint, must file a written Complaint Notice with the multiple district, with a copy to the Legal Division, in which the club is located. The Complaint Notice shall explain the factual basis of the Complaint, the surrounding circumstances, and the remedy that the Complainant requests. The Complainant shall submit with its Complaint Notice all documents and other written submissions, including affidavits, relevant to or in support of the Complainant. Within fifteen (15) days of its receipt of the Complaint Notice, the multiple district council chairperson or its designee shall provide a copy of the Complaint Notice and its attachments to the Respondent against whom the Complainant has requested a remedy and also a copy to the international association. The Respondent shall thereafter be provided forty-five (45) days within which to submit a written Response responding to the Complaint Notice. The Respondent’s Response shall respond to the factual allegations set forth in the Complaint, provide copies of pertinent documents, including affidavits, and where appropriate, suggest an appropriate remedy. Within forty-five (45) days of the receipt of the Respondent’s Response to the Complaint Notice, the multiple district council of governors shall appoint a committee of at least three neutral (3) members to investigate the Complaint Notice and Response. The committee members shall be past district governors, who are currently members in good standing of clubs in good standing, other than a club which is a party to the dispute, in the multiple district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon appointment, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In investigating, the committee may request documents from the Complainant, the Respondent, or non-participants in the Complaint Procedure, interview
witnesses, and use other investigatory devices. Within forty-five (45) days of completion of its investigation, the committee shall review the written submissions from the Complainant and Respondent and the information from its investigation and shall thereafter issue to the Complainant and Respondent, as well as a copy to the Legal Division, a written Multiple District Decision resolving the issues raised by the Complaint Notice. The written decision shall be signed by all the committee members, with the dissent of any committee member properly noted. The decision of the committee members must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.

A Complaint filed under Complaint Step Two must be accompanied by a US$250.00 filing fee, or its equivalent in the respective national currency, payable by each Complainant to the multiple district which shall be submitted to the council chairperson at the time the Complaint is filed. In the event the Complaint is settled or withdrawn prior to a final decision by the appointed committee, US$100.00 shall be retained by the multiple district as an administrative fee and US$75.00 shall be refunded to the Complainant and US$75.00 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 appointed committee finds the Complaint to have merit and the Complaint is upheld, US$100.00 shall be retained by the multiple district as an administrative fee and US$150.00 shall be refunded to the Complainant. In the event the appointed committee denies the complaint for any reason, US$100.00 shall be retained by the multiple district as an administrative fee and US$150.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the multiple district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to Complaint Step Two are the responsibility of the multiple district, unless established multiple district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

**Complaint Step Three**

If either the Complainant or Respondent is not satisfied with the Multiple District Decision, within thirty (30) days of its receipt of the Multiple District Decision, it shall file an appeal notice with the international association describing the nature of the issues and the requested remedy. The party against whom the remedy is requested and international association shall be provided a copy of the Appeal Notice.

A Complaint or Appeal filed under Complaint Step Three must be accompanied by a US$250.00 filing fee, or its equivalent in the respective national currency, payable by each Complainant to the international association which shall be submitted to the Legal Division at the time the appeal is filed. In the event the Complaint/Appeal is settled or withdrawn prior to any notice, meeting or decision as provided under Complaint Steps
Three or Four, US$100.00 shall be retained by the international association as an administrative fee and US$75.00 shall be refunded to the Complainant and US$75.00 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 Complaint/Appeal is not settled or withdrawn prior to any notice, meeting or decision as provided under Complaint Steps Three or Four, then the entire fee will be automatically retained by the international association as an administrative fee and shall not be refunded to any party.

Said Appeal shall be processed in accordance with the following Rules of Procedure:

a. Within thirty (30) days of the receipt of the Appeal Notice, the international association shall arrange a fact finding conference between the Complainant and the Respondent. The conference shall be conducted by the international association’s executive administrator or such other staff members of the international association that the executive administrator shall designate. If the Respondent is the executive administrator, the Appeal Notice shall be presented to any executive officer of the international association who shall thereafter conduct the fact finding conference. During that conference the executive administrator or his designee will attempt, if possible, to resolve the issues raised by the Appeal Notice. If within fifteen (15) days thereafter, the executive administrator or his designees are not able to otherwise resolve the issues raised by the Appeal Notice to the satisfaction of either the Complainant or Respondent, the Complainant, Respondent, and the Legal Division shall be provided a Notice of Failure to Resolve Appeal Notice.

b. Within thirty (30) days of their receipt of the Notice of Failure to Resolve Appeal Notice, either the Complainant or Respondent shall request in writing that the International Board of Directors review the issues and make a decision through a Review and Conciliation Committee.

c. **Multiple District Constitutional Complaint**

A complaint may be filed by a multiple district in good standing within the association and must be presented in writing to the International Board of Directors within thirty (30) days after the complainant knew or should have known of the occurrence of the event upon which the complaint is based. The written complaint should describe the nature of the issues and the requested remedy. The multiple district should request in writing that the International Board of Directors review the issues and make a decision through a Review and Conciliation Committee.

**Selecting the Review & Conciliation Committee**

The Review and Conciliation Committee shall be the Constitution and By-Laws Committee of the International Board of Directors. The committee may add, within forty-five (45) days of its receipt of Notice of Failure to Resolve Appeal Notice, up to two (2) additional members in good standing of a Lions club, if in the committee’s opinion members with special expertise are necessary to conciliate the matter. The members of the Review and Conciliation Committee shall designate a chairman who
shall coordinate the committee’s functions, including developing and fixing agendas and scheduling sessions for the committee, maintaining order, developing recommendations, assigning roles to panel members, resolving procedural issues, explaining settlement options, determining the suitability and number of witnesses, and addressing any other concerns of either the Complainant or Respondent.

Scheduling of the Review and Conciliation Committee

Within thirty (30) days of the selection of the Review and Conciliation Committee, the Review and Conciliation Committee shall notify the Complainant, Respondent, and the international association of(a) the time, date and location when the Review and Conciliation Committee will meet; (b) the names and titles of the five committee members; (c) the opportunity for the Complainant and Respondent to present its case at that meeting, including (1) the opportunity to be represented by counsel at its expense; (2) the opportunity to discover documents and information prior to the meeting; (3) the opportunity to present written documents as evidence; (4) the opportunity to present oral testimony by witnesses; (5) the opportunity to orally argue its case during the meeting; (6) the opportunity to submit written arguments prior to and at the close of the Review and Conciliation Committee meeting; and (7) the opportunity to submit written arguments replying to written arguments submitted by the opposing party.

Functions and Authority of the Review and Conciliation Committee

The Review and Conciliation Committee shall review the facts and circumstances pertaining to the Appeal Notice and may, at its discretion, call its own witnesses at the meeting and request documents and information.

The Review and Conciliation Committee’s Decision

Within sixty (60) days after the conclusion of the Review and Conciliation Committee meeting and the receipt of all written arguments by the Complainant and Respondent, the Review and Conciliation Committee shall issue a written Review and Conciliation Committee Decision. The Review and Conciliation Committee may affirm, reverse or modify the Multiple District Decision; may describe what appropriate action is warranted; may decide that compensation for damages or affirmative relief is warranted; and may decide that either the Complainant or Respondent should pay the reasonable attorney’s fees and costs the other party incurred in prosecuting or defending the Complaint, Multiple District Decision, or Appeal Notice. The Review and Conciliation Committee’s Decision may not exceed the issues raised in the Appeal Notice. A copy of the Review and Conciliation Committee Decision shall be provided the Complainant, the Respondent, and the international association.

Complaint Step Four
If either the Complainant or Respondent is not satisfied with the Review and Conciliation Committee Decision, it shall, within thirty (30) days of receipt of that Decision, file with the international association a Request to Review requesting that the association’s International Board of Directors review the Review and Conciliation Committee Decision. The Complainant and the Respondent shall, within forty-five (45) days thereafter, simultaneously provide forty-five copies (45) of any additional written argument or documents to the association’s International Board of Directors. Provided that said request to review is received at the international office at least thirty (30) days prior to the date of the next regularly scheduled meeting, the association’s International Board of Directors shall there after review the Review and Conciliation Committee’s Decision and all additional written arguments or documents either the Complainant or Respondent has provided and, within sixty (60) days of its meeting, issue an International Board of Directors’ Decision. In the event that said request is not received at least thirty (30) days prior to the next regularly scheduled meeting, the international board reserves the right to hear the matter at a subsequent meeting. The International Board of Directors’ Decision will be final and binding on the Complainant and Respondent.

Additional Procedures

(1) The International Board of Directors reserves the right to expedite this procedure, including the elimination of one or more complaint step(s), upon a showing of good cause. Within the time allowed for filing a Complaint or Appeal at any Complaint Step provided under this procedure, any Complainant or Respondent may submit a written request to the Legal Division of the international association for approval to eliminate one or more complaint step(s), providing all reasons for such request, which shall be reviewed by and decided in the sole discretion of the Chairperson of the Constitution and By-Laws Committee of the International Board of Directors.

(2) Any time limits specified in this procedure may be shortened or extended upon a showing of good cause by the assigned decision maker at the specified Complaint Step stage.

(3) Review and Conciliation Committee members shall be reimbursed in accordance with the International Association Rules of Audit for reasonable expenses they may incur in participating in the Review and Conciliation Committee.

(4) The Complainant and Respondent shall not pursue administrative or judicial actions during the complaint process.

(5) Prior to the meeting of the Review and Conciliation Committee, each party will be given a reasonable opportunity to review the documents submitted by the other party and submit additional documents. All documents that will be presented as evidence must be submitted to the Review and Conciliation Committee.
Committee at least ten (10) days in advance of the Review and Conciliation Committee meeting.

(6) Either the Complainant or Respondent may be represented by counsel at any Complaint Step stage.

2. **District Governor and First and Second Vice District Governor Election Complaints Procedure**

The following rules of procedure shall apply for hearing constitutional complaints concerning district governor/first and second vice district governor elections 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) May be filed only by the unsuccessful candidate seeking election to the office of district governor/first or second vice district governor at the district election being contested. 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 conform to the format provided in Part E and be submitted, in original form which shall conform to the format provided in Part E, by mail or courier service only within five (5) business days of the filing of the initial notice of complaint.

(3) Must conform to the format in Part E.

(4) 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.

(5) 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.

(6) 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 in its original form by mail or by courier service at 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 respondent. 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 mail or by courier service at 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 ½ 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 Governor 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.

3. **District Dispute Resolution Procedure**

A. **Disputes Subject to Procedure**

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. **Complaints and Filing Fee**

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been
adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 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 selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral
conciliator, who will serve as chairperson. The selected conciliators’ decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. 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 this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, 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 one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-
Laws and policies of the International Board of Directors, 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.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

4. District Governor Suspension Policy

Requests for the suspension of a district governor may be brought for failure to fulfill or perform the duties of a district governor and/or the alleged serious violation of a provision of the International, Multiple and/or District Constitution and By-Laws or policy of the International Board of Directors and is of such a nature that it greatly diminishes the ability of the district governor to effectively lead the district. District Governor suspension is a temporary suspension of the rights, privileges and obligations of a district governor.

a. In the exceptional event that it is necessary to take immediate action in order to prevent harm to members of the association or to the public, to preserve the image of the association or for serious violations of the International Constitution and By-Laws or policy of the International Board of Directors and is of such a nature that it greatly diminishes the ability of the district governor to effectively lead the district, a district governor may be placed on temporary suspension by the Constitution and By-Laws Committee, in consultation with the General Counsel. The temporary suspension of the district governor shall be reviewed by the International Board of Directors at the succeeding meeting of the International Board of Directors or earlier as provided herein.

b. A written request for review under this policy may be filed with the Legal Division by a Lions club in good standing within the association. The request must be accompanied by a resolution of support for filing this request by a majority at least one-third of the clubs, in good standing, in the district. The request will be reviewed by the Constitution and By-Laws Committee and the International Board of Directors under the following terms and conditions:

1. There is no pending dispute resolution procedure or litigation filed in a court over substantially the same issues raised in the complaint concerning the same district governor.

2. A copy of the complaint stating the reasons for the complaint and any supporting documentation must accompany the initial request.

3. A response to the complaint and any supporting documentation from the district governor must be received in writing by the Legal Division within fifteen (15) days of receipt of the initial complaint.
(4) The complaining clubs and the district governor is responsible for furnishing a copy of the complaint/response and any supporting documentation to the other party at the same time and by the same method of communication to the Legal Division.

(5) All documentation should be delivered 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.

(6) Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the Chairperson of the Constitution and By-Laws Committee or the International Board of Directors upon a showing of good cause.

(7) The suspension request, and all written arguments or documents that each party has provided, will be reviewed by the Constitution and By-Laws Committee and the International Board of Directors and, within thirty (30) days of its meeting, issue a written decision regarding the suspension. The International Board of Directors’ Decision will be final and binding on all parties.

(8) A request for a review under this policy may also be made by a member of the International Board of Directors (or its designee) with the approval of the Chairperson of the Constitution and By-Laws Committee.

(9) The Chairperson of the Constitution and By-Laws Committee of the International Board of Directors may reject any complaint that fails to comply with the procedures outlined herein or which lacks substantial evidence of wrongdoing.

In the event a district governor is suspended under this policy, such suspension shall be reviewed by the Constitution and By-Laws Committee and the International Board of Directors at each board meeting during which the district governor is suspended unless:

(1) The suspension is followed by a removal of the district governor by the International Board of Directors in accordance with the International Constitution and By-Laws;
(2) The suspension is followed by a removal of the district governor from the association by his or her club;
(3) The district governor resigns his or her position; or
(4) The district governor’s term in office expired.

Nothing in this policy is intended to supersede the removal provision provided in Article V, Section 9 of the International Constitution.
5. Multiple District Dispute Resolution Procedure

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the multiple district constitution and by-laws, or any policy or procedure adopted from time to time by the multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, arising between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing or sub-district within the association (the “complainant”) may file a written request with the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club or cabinet secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or district cabinet. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the multiple district which shall be submitted to the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the multiple district as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 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 selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the multiple district as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the
multiple district as an administrative fee and US$650.00 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 complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the multiple district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the multiple district, unless established multiple district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator, who shall be a past district governor, preferably a past council chairperson, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the multiple district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators shall select one (1) neutral conciliator who will serve as chairperson, and who shall be a past international director and is currently a member in good standing of a club in good standing in the multiple district in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. In the event there is no neutral past international director who may be selected from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. The selected conciliators’ decision 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 this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, 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 one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the multiple district in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the multiple district in which the dispute arises or from an adjacent multiple district, whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties.

The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the multiple district council chairperson or, in the event the complaint is directed against the council chairperson, the council secretary or council treasurer, the multiple district council of governors and to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, 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.
Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

K. NEUTRAL OBSERVER POLICY [EFFECTIVE JULY 1, 2016]

1. Purpose

Support the conduct of district (single, sub- and multiple) elections that meet the standards of the International Association of Lions Clubs.

2. Selection

A pool of qualified neutral election observers shall be selected and appointed by the Constitution and By-Laws Committee, subject to annual review by the Constitution and By-Laws Committee, in consultation with the executive officers of the Association.

3. Qualifications

a. Prior experience serving as a member of the International Board of Directors;

b. Familiarity with the people, culture and customs of the assigned country or district.

4. Request for Observer

An election observer may be requested to monitor district governor, first vice district governor and second vice district governor elections under the following conditions:

a. At the request of the Constitution and By-Laws Committee at any time prior to a district convention.

b. At the request of the Constitution and By-Laws Committee succeeding a sustained election complaint.

c. At the request of the district governor, first vice district governor or second vice district governor candidates at least fifteen (15) days prior to a district convention upon a showing of good cause, as determined by the Constitution and By-Laws Committee or its designee.

d. At the request of the district governor or upon the affirmative vote of three (3) or more district cabinet members at least fifteen (15) days prior to a district convention upon a showing of good cause, as determined by the Constitution and By-Laws Committee or its designee.

5. Fees
Fees for the use of an election observer shall be assessed under the following conditions:

a. In the event that a neutral observer is appointed by the Constitution and By-Laws Committee, a non-refundable US$1000.00 filing fee, or its equivalent in the respective local currency, will be assessed to the district. The fees assessed under this section may be reduced by a showing of good cause as determined by the General Counsel in consultation with the Chairperson of the Constitution and By-Laws Committee.

b. A request for a neutral observer by a district or candidate must be accompanied by US$1000.00 filing fee, or its equivalent in the respective national currency. In the event the International Board of Directors or its designee determines there is not sufficient cause to appoint a neutral observer, US$250.00 shall be retained by the International Office as an administrative fee and US$750.00 shall be refunded.

c. In the event a neutral observer is assigned, the fee is non-refundable.

d. In addition to the fee paid, the district shall be responsible for the payment of housing and meals for the observer for the duration of the assignment.

6. Responsibilities of the Neutral Observer

Once appointed in accordance with this policy, a neutral observer shall be responsible for the following:

a. Gather accurate and comprehensive information concerning the constitutional requirements, rules of procedure and local customs related to the conduct of elections.

b. Report observed inaccuracies and conduct deemed impartial, inappropriate or detrimental to the electoral process.

c. Provide impartial and professional analysis of observations of the election process.

d. Issue recommendations for improving the integrity and effectiveness of electoral and related processes, while not interfering in and thus hindering such processes.

7. Reporting

Neutral election observers are required to submit a written report to the Legal Division no more than fifteen (15) days following the conclusion of the district convention. This report should contain accurate and impartial statements presenting findings, conclusions, and appropriate recommendations concerning overall adherence to electoral procedures, including standards for accuracy and impartiality.
L. CHANGE OF THE ABBREVIATED NAME OF THE ASSOCIATION

BE IT RESOLVED, That the words “Lions International” where they appear on printed material of the international association be changed to read “Lions Clubs International.”

M. LITIGATION INVOLVING THE INTERNATIONAL ASSOCIATION

1. Initiation of Litigation

No litigation shall be initiated on behalf of The International Association of Lions Clubs unless approved by either the board of directors; or the Executive Committee; or the international president (or available ranking international executive officer), an administrative officer and general counsel.

2. Reporting Status of Current Litigation

The association’s general counsel shall prepare for inclusion in the administrative officers’ report to the board a summary showing the current status of litigation involving the association. Any change in the status of litigation shall be reported in the administrative officers’ report to the board.

N. PROCEDURES FOR ADVISING AND/OR COPYING EXECUTIVE OFFICERS OF STAFF RESPONSES MADE ON BEHALF OF EXECUTIVE OFFICERS

If a letter of protest or criticism is addressed to an executive officer and answered by a member of the staff, each executive officer copied on the original correspondence shall receive a copy or be otherwise informed of the response made.

O. METHOD OF WITHDRAWAL OF CANDIDACY FOR INTERNATIONAL OFFICE

If a candidate for international office wishes to withdraw, he/she must either:

1. Personally appear before the Nominating Committee of the international convention and announce his/her intention to withdraw his/her candidacy; or
2. Deliver to the Nominating Committee of the international convention a letter stating that he/she is withdrawing as a candidate for international office. Said letter of withdrawal will be considered at the meeting of the Nominating Committee of the international convention.
P. “REGISTERED” AGENT OF THE ASSOCIATION

Effective November 2005, The International Association of Lions Clubs (“Lions Clubs International”) authorizes CT Corporation to serve as the association’s registered agent for all states and countries in which the association must have a registered agent.

Q. FISCAL AGENTS:

<table>
<thead>
<tr>
<th>Country</th>
<th>Fiscal Agent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. India</td>
<td>Neville Mehta</td>
<td>11/14/05</td>
</tr>
<tr>
<td>2. Peru</td>
<td>Oscar Elejalde V.</td>
<td>6/2001</td>
</tr>
</tbody>
</table>

R. LEGAL RESPONSIBILITIES OF MEMBERS OF THE INTERNATIONAL BOARD OF DIRECTORS AND EXECUTIVE OFFICERS

Information detailing and emphasizing the principal areas of the statutory and common law duties and responsibilities of corporate officers and directors shall be included in the International Director – Service Through Leadership booklet distributed annually to members of the International Board of Directors. The text of this information shall be in the form attached as Exhibit B.

S. GIFTS FROM COMMERCIAL LICENSEES

The International Board of Directors hereby prohibits all officers, directors and employees of the association from accepting gifts of any kind from both the commercial licensees of the association as well as those who seek to become such licensees.

T. CONFLICTS OF INTEREST POLICY

The officers, board, management and staff of the International Association of Lions Clubs (“the association”) recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the Lions of the world. It is the responsibility of the association to guard against conflicts of interest, which might compromise the integrity and objectivity of the association’s operations.

1. Purpose

The purpose of the conflicts of interest policy is to protect the association’s interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, director, manager, or staff of the association. This policy is
intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

2. **Definitions**

   a. **Interested Person**

   Any officer, director, or member of a committee with board delegated powers that have a direct or indirect financial interest is an interested person.

   b. **Financial Interest**

   A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

   1. An ownership or investment interest in any entity with which the association has a transaction or arrangement,
   2. A compensation arrangement with the association or with any entity or individual with which the association has a transaction or arrangement, or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the association is negotiating a transaction or arrangement.

   Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest unless deemed so by the board or appropriate committee.

3. **Procedures**

   a. **Duty to Disclose**

   In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

   b. **Determining Whether a Conflict of Interest Exists**

   After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

   c. **Procedures for Addressing the Conflict of Interest**

   1. An interested person may make a presentation at the board or committee meeting, but after such presentation, he/she shall leave the meeting during the
d. Violations of Conflicts of Interest Policy

(1) If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board’s or committee’s decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to
the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

5. **Compensation, Meals, Entertainment (etc.)**

   a. A voting member of the board of directors who receives compensation, etc., directly or indirectly, from the vendor is precluded from voting on matters pertaining to that member’s compensation.

   b. A voting member of any committee whose jurisdiction includes compensation, etc., matters and who receives compensation, directly or indirectly, from the vendor is precluded from voting on matters pertaining to that member’s compensation, etc.

6. **Annual Statements**

   Each officer, director, and member of a committee with board-delegated powers shall annually sign a statement, which affirms that such person:

   a. Has received a copy of the conflicts of interest policy,
   b. Has read and understands the policy,
   c. Has agreed to comply with the policy, and
   d. Understands that the association is a not for profit corporation and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. **Periodic Reviews**

   To ensure that the association operates in a manner consistent with its not for profit purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

   a. Whether compensation, etc., arrangements and benefits are reasonable and are the result of arm’s-length bargaining.

   b. Whether partnership and joint venture arrangements and arrangements with vendors conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation’s not for profit purposes and do not result in inurement or impermissible private benefit.

8. **Use of Outside Experts**

   In conducting the periodic reviews, the association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.
APPLICATION FOR USE OF LIONS NAME AND/OR EMBLEM

APPLICATION OF:

(Name of Sponsoring Club or District)

(Address)

TO: The International Association of Lions Clubs
Attn: Legal Division
300 22nd Street
Oak Brook, IL  60523-8842 USA

Article I of the International By-Laws provides:

The name, goodwill, emblem and other insignia of this association and Lions clubs chartered thereunder may not be used, published or distributed by any Lions club, Lions club member or any Lions district or by any entity (legal or natural, in corporate or any other form) organized and/or controlled by any Lions club, Lions club member or members or any Lions district for any purpose except those expressly authorized by the provisions of the constitution or by policies of the International Board of Directors; and no other individual or entity (legal or natural, incorporated or any other form) may use the name, goodwill, emblem and other insignia of the association and Lions clubs chartered thereunder without such written consent and license as shall be required by the International Board of Directors.

I. Nature of activity or project:

(A) Name of proposed Project/Foundation: ___________________________

(B) Website of proposed Project/Foundation: ___________________________

(C) Name(s) of clubs and/or districts involved:

____________________________________________________________________

(D) Describe how approval is given by clubs and/or districts (attach copy of minutes/resolution).

____________________________________________________________________
(E) Source of funds (state in detail):

(1) How are funds raised?

(2) Who determines expenditures therefrom, and on what basis?

(3) How much, generally, of funds raised in one year are disbursed in same year?

(F) What type information is furnished to participating members and/or clubs concerning operation of activities?

(G) Describe in detail nature of participation by clubs (other than contribution or raising of funds), i.e., what other details in actual operation are handled by clubs.

(H) Describe all insurance coverage, in addition to the Lions General Liability Insurance Program, that is in effect or will be obtained for this project (such as directors and officers liability, fiduciary, fraud/theft, excess umbrella, property, workers compensation, etc.).

(I) Internal organization or structure:

(1) Submit copy of Articles of Incorporation and By-Laws, Certificate of Incorporation.

(2) List present officers and term of office.

(3) Is corporation considered charitable by state, province or country in which incorporated?

II. Participation of Clubs and/or Districts

(A) If any club or club member chooses to refrain from participating, either originally or by withdrawal, will it or he or she incur any pressure or disadvantage of any kind within district or club (or area)? If answer is "yes," please give details.
(B) In order to participate in the project or activity, is it necessary for a club or club member, to contribute funds or pay dues of any kind? If answer is "yes," please give details.

III. Purpose

State the purpose of the project/foundation and type of persons or institutions, etc. to be beneficiaries.

IV. Duration

(A) How long is project expected to continue? (perpetual, etc.)

(B) How long has activity been in operation prior to this application?
V. We understand the traditional policy of the association, as implemented and enforced by the International Board of Directors over the years, that no district or club or group of clubs or club members may, by legislation or otherwise, force any club or member thereof to participate, monetarily or otherwise, in any activity project. We understand and have made it clear to the clubs and members thereof that district and club dues are separate and apart from any funds raised for district or club activities; and that while dues for administrative purposes are necessary for the operation of districts and clubs and, therefore, each club and member thereof must bear its and his or her proportionate share, nevertheless, all funds raised for district or club activities are to be subscribed voluntarily. We understand no club or club member may be discriminated against or denied the right to participate in other matters of the club or district as a result of a decision not to participate in, or to contribute to, any club or district activity project. We understand and agree that if this application is approved by the International Board of Directors, it will be upon the express condition that the foregoing provisions of this paragraph VI will be strictly observed and that the license and permission granted thereby may be revoked by said board at any time for breach thereof or for any other action our district or group may take or omit to taken which, in the sole discretion of said board, shall be deemed to be detrimental to the image and purposes of the association or any club or district therein.

Signature of Club/District Officer: ____________________ Date: _____________________
Printed Name of Officer: _________________________ Title: _______________________
Email of Officer: ___________________________________________

Did you remember to submit the following with your application?

☐ Articles of Incorporation (if applicable)
☐ Constitution and By-Laws/Governing Documents
☐ Minutes or Resolution of the Club/District indicating their support in the formation of the said Lions Foundation
LEGAL RESPONSIBILITIES OF MEMBERS OF THE INTERNATIONAL BOARD OF DIRECTORS AND EXECUTIVE OFFICERS

MEMBERS OF THE BOARD OF DIRECTORS

ILLINOIS STATUTORY RESPONSIBILITIES

The General Not-For-Profit Corporation Act of Illinois states in Chapter 32, Section 108.05 that, "The affairs of a corporation shall be managed by or under the direction of a Board of Directors." The purpose of this brochure is to more specifically define this broad authorization of power that has been assigned to the International Board.

THE DIRECTORS' BASIC DUTIES

The Directors have general responsibility for the management of the business and affairs of the corporation. They have the legal duty to use reasonable care and diligence and must act within the scope of authority conferred upon them. Directors owe three basic duties to the corporations they serve: obedience, diligence and loyalty.

The duty of obedience requires the Directors to contain their activities within the authority conferred upon them by the Association's Articles of Incorporation and the Constitution and By-Laws. For a willful violation of this rule and usually for their negligent disobedience of it, the Directors will be held liable to the corporation.

The second duty, diligence, requires the Directors to exercise "reasonable care and prudence" when acting on behalf of the corporation they represent. The courts have traditionally interpreted the general standard to mean that a Director must exercise the degree of care and prudence that people prompted by self-interest exercise in their own affairs. Directors must take an interest in the business affairs of the corporation, including keeping themselves informed of the corporation's activities. It is not a defense to the Directors that they are ignorant or inexperienced in the corporation's activities or that their own intentions are honest.

The third duty is that of loyalty. It contemplates that a Director must refrain from engaging in his/her own personal activities in such a manner as to injure or take advantage of his/her corporation. Loyalty also includes the requirement that a Director act fairly with respect to transactions involving the corporation. Among the factors considered in determining fairness are the adequacy of consideration, corporate need to enter into the transaction, financial position of the corporation, alternatives available and full disclosure.

In accordance with this Common Law Duty of Loyalty Illinois has, by statutory provision, expressly prohibited the making of loans by the corporation to its Directors and Officers. Should such a loan be approved by the Board, each Director of the corporation who votes for or assents to the making of the same shall be jointly and severally liable to the corporation for the amount of such loan until the repayment thereof.

Illinois Case Law has adopted the Corporate Opportunity Doctrine. This principle states that a Director or Officer of the corporation may not divert a business opportunity in which his/her corporation may reasonably be interested without first giving the corporation an opportunity to act. In determining whether a corporate opportunity has been diverted, Directors are held to a standard of "good faith" measured by general business ethics.

The Corporate Opportunity Doctrine can extend to the purchase of land, business assets or anything else that the Director has reason to know the corporation would be interested in. A Director who fails to give the corporation a chance to act will be liable to the corporation for any profits made.

DIRECTORS AS FIDUCIARIES

It is generally accepted that the Directors and Officers of a corporation occupy a fiduciary relationship to the corporation. The Illinois courts have declared that "A fiduciary relationship automatically exists between a corporation and its Directors and Officers."

The fiduciary relationship requires that Directors act in good faith on all occasions and give their conscientious care and best judgment to their tasks.

A Director usually meets his/her duties to the corporation when he/she performs his/her duties in good faith and in a manner he/she reasonably believes to be in the best interest of the corporation. Illinois courts will not usually interfere with the Directors' management of the corporation in the absence of fraud and illegal conduct or impose liability on him/her because of erroneous judgment when the same is exercised in good faith.

ASSENT OF DIRECTOR IMPLIED BY MERE ATTENDANCE AT A BOARD MEETING

A Director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken is conclusively presumed to have assented to the action unless his/her dissent is entered into the minutes of the meeting; or he/she files a written dissent with the person acting as secretary of the meeting before its adjournment; or he/she notified the secretary of the corporation by registered mail immediately after adjournment of the meeting. However, a Director who votes in favor of a proposition does not have the right to dissent by registered mail.

In summary, should a Director disagree with action taken at a Board Meeting he/she must voice his/her dissent by complying with the above-stated procedure or his/her assent will be conclusively inferred by his/her attendance.
CORPORATE OFFICERS

STATUTORY RESPONSIBILITIES
The statutory duties and authority of the corporate officers are rather broad and not specifically defined in the Illinois General Not-For-Profit Corporation Act. Generally, the officers have such authority and duties as are provided in the By-Laws or determined by the Board as long as they are not inconsistent with the By-Laws.

GENERAL AUTHORITY OF OFFICERS
The scope of authority of corporation's officers is not easily defined. The question of actual authority of an officer and his/her apparent authority may become of major importance when the reliance of an outsider on the officer's authority is involved.

Each officer is expected to stay within the limits of his/her authority and may be held liable to his/her corporation if he/she exceeds those limits. An officer may also be held liable to an injured outsider, where the officer has exceeded his/her power and authority, unless the corporation ratifies his/her unauthorized actions and thus assumes corporate liability for them.

LEGAL AUTHORITY OF OFFICERS—ACTUAL, APPARENT OR THROUGH RATIFICATION OF ACTIONS
The authority of corporate officers may be actual (express or implied), apparent or derived from ratification of an act beyond the officer's power.

ACTUAL AUTHORITY
An officer derives his/her express authority from statutes, the Articles of Incorporation, or the corporation's Constitution and By-Laws or Resolutions of the Board of Directors. For example, the By-Laws might enumerate the various officers and define their respective authority.

Actual Authority other than express authority is usually referred to as "implied" or "inherent" authority. An officer may derive implied authority based on the inherent powers of his/her office.

Modern Illinois Case Law tends to establish a rebuttable presumption that the President has authority to act on behalf of the corporation in the ordinary course of corporate affairs (day-to-day business). Where the President is in fact General Manager, he/she has the implied authority inherent to the office of the General Manager. The General Manager has implied authority to make any contract or to do any other act appropriate in the ordinary business of the corporation. The fact that a person is permitted to act as General Manager is sufficient to clothe him/her with such implied authority. The International President, therefore, must always be cognizant of the fact that there is a legal presumption that he/she possesses such implied authority and must conduct his/her actions with the idea that the same may be binding upon the Association.

The Vice-Presidents, unlike the President, have no inherent powers other than to act when the President is unavailable because of death, illness or other incapacity.

APPARENT AUTHORITY
Apparent Authority, sometimes referred to as Ostensible Authority, exists when the corporation holds out that an officer or agent possesses certain authority and a third person in good faith believes that such authority exists. In such a case, the corporation and possibly such third person are estopped from denying such authority. In summary, where there is Apparent Authority the absence of Actual Authority, express or implied, is immaterial. The relationship stressed is that between the corporation and the person transacting business with its purported agent.

AUTHORITY THROUGH RATIFICATION OF ACTIONS
Should an officer act beyond the scope of his/her authority, such action may be ratified by the Board of Directors. Ratification may be expressed, such as by Resolution of the Board of Directors, or implied; for example, by acceptance of benefits of the unauthorized act with knowledge of the facts.

Where an officer purports to contract on behalf of a corporation without authority such officer may be personally liable to the third person on the contract. The rationale of this ruling is that one who purports to contract on behalf of a principal is liable if the principal is not, or for breach of implied warranty of authority. Authorized officers may become liable for the contract if they do not disclose that they are executing the contract only in the capacity as an agent for the corporation. Officers who personally guarantee their corporation's obligations are subject to the same liability.
CONFLICT OF INTEREST POLICY

Considering the association's accountability to its membership and the public, the International Board of Directors adopts the following policy and procedures with respect to disclosure requirements concerning transactions and relationships that may involve potential conflict of interest.

- Each officer, director and employee shall avoid situations where their personal interest could conflict with, or appear to conflict with, the interest of the association.

- The use of association assets for any unlawful or improper purpose is strictly prohibited.

- No undisclosed or unrecorded asset is to be established for any purpose.

- No false entries are to be made in the books for any reasons, and no employee shall engage in any arrangement that results in such prohibited act.

- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in the supporting documents.

- Any employee who knows of any unrecorded asset or any prohibited act must promptly report it to the management of the association.

This policy requires the annual submission from association board members, key management personnel, and employees in sensitive positions, of a statement certifying their compliance with the policy.

The association's Finance and Headquarters Operation Committee is responsible for review and enforcement of this policy. Staff disclosure statements will initially be reviewed and evaluated by the executive administrator. Upon completion of this review, the executive administrator will forward his findings to members of the Finance and Headquarters Operation Committee for final analysis and action.

- This policy shall be construed to also apply to the Lions Clubs International Foundation trustees and employees.
ETHICAL STANDARDS AND CONDUCT
(Executive Officers, International Directors and Board Appointees)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, the Executive Officers, the International Directors, the Board Appointees, the Administrative Officers, the International Office 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. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

Integrity – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

Accountability – Lions Clubs International expects all past and current Executive Officers, International Directors, and Board Appointees to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

Teamwork – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

Excellence – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. The International Board Policy Manual highlights areas that concern Lions Clubs International Ethical Standards, including our Mission Statement (Ch.I.A.), Code of Ethics (Ch.VI.1.A.), Anti-Discrimination Guidelines for Service Activities and Membership (Ch.I.M. and Ch.XVIII.G. respectively), Obligations of a Chartered Club (Ch.V.A.), Use of Publicly Raised Funds (Ch.XV.G.1.), Rules of Audit (Ch.IX.B.,Ch.XXII.C.), Conflict of Interest (Ch.XV.L.), Solicitation (Ch.XV.A.2.f), and Privacy Policy (Ch.XV.Exh.D.). The International Constitution and By-Laws and the International Director booklet also provide additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of the Executive Officers or the Administrative Officers of the association.

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.
ETHICAL STANDARDS AND CONDUCT (Council Chairperson)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office 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. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

**Integrity** – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

**Accountability** – Lions Clubs International expects all Council Chairpersons to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

**Teamwork** – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

**Excellence** – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association’s Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the Council Chairperson Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of the International Board of Directors, the Executive Officers, or the Administrative Officers of the association.

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.

Effective March 4, 2016
Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your fellow District Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office 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. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

**Integrity** – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

**Accountability** – Lions Clubs International expects all District Governors to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

**Teamwork** – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

**Excellence** – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association’s Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the District Governor Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of the International Board of Directors, the Executive Officers, or the Administrative Officers of the association.

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.
ETHICAL STANDARDS AND CONDUCT (Club Officer)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your fellow club officers, your District Governor, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office 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. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

**Integrity** – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

**Accountability** – Lions Clubs International expects all club officers to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

**Teamwork** – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

**Excellence** – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association’s Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the Club Officer Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of your District Governor, the International Board of Directors, the Executive Officers, or the Administrative Officers of the association.

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.

Effective March 4, 2016
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.
A. EDITORIAL POLICY

1. The primary purpose of official editions of the LION Magazine shall be to provide useful information regarding the association’s policies and activities to individual Lions, motivate members to higher levels of service and showcase association programs to non-members. In addition to mandated editorial procedures, official editions are also encouraged to reflect aspects of the association’s brand within their respective editions as and when possible.

2. The Editor-in-Chief, who shall be the association’s executive administrator, shall be responsible for the general supervision of the LION Magazine.

3. The official Lions emblem and the words “We Serve” shall be printed on the masthead or contents page of each issue.

4. Editors of official editions are required to print the following materials as soon as received from or at the time specified by the International News Exchange.

   a. International president’s message and photograph, which must be on page preceding messages or articles by any present or past association officer, or the editor. All nine messages sent, must be published regardless of the number of issues published by the edition. No regularly scheduled messages other than from the International President shall be printed.


   c. Foundation Impact.

   d. Articles on the association’s major international service initiative.

   e. Summary of resolutions passed by the International Board of Directors, and actual language of resolutions to be voted upon at the international convention.

   f. Short biographies and photographs of candidates for third vice president, provided they arrive in time for printing prior to the international convention. Materials provided cannot include information regarding affiliation with other organizations. [Highlighted changes take effect July 1, 2016]

   g. Convention call and international convention registration form except in those multiple or single districts when registration forms are distributed in a different but acceptable way.
h. Such other material, especially as it relates to the centennial celebration, as may be
directed by the International News Exchange or editor-in-chief.

5. Executive officers and international directors shall be listed on the masthead of each
issue, along with the following statement: the LION Magazine, official publication of
Lions Clubs International, is published by authority of the board of directors in 18
languages - English, Spanish, Japanese, French, Swedish, Italian, German, Finnish,
Korean, Portuguese, Dutch, Danish, Chinese, Greek, Norwegian, Turkish, Thai and
Hindi.

6. The official photograph of the international president and his or her spouse shall be
printed on the cover of all official editions no sooner than July nor later than September
of the president’s term.

7. Official editions of the magazine may not be used for political purposes. No one may
serve as editor or on the magazine committee of any edition who has announced his or
her candidacy for any of the following offices: district governor, vice district governor,
council chairperson, international director, or international executive officer; has been
certified to run for these offices; or is serving in one of them, either by election or
appointment. Further, no member of the immediate family (mother, father, spouse,
siblings, children and in-laws) of an announced or certified candidate may serve as an
editor or member of a magazine committee. A candidate is considered announced when
endorsed by his or her club or district (single, sub or multiple, whatever the case may be).
Disputes arising out of this policy shall be referred to the Executive Committee of the
International Board of Directors for decision.

8. Editors of official editions may not use the magazine to espouse policies contrary to those
of the International Board of Directors, multiple district council of governors, or the
district cabinet. Opinions of members may be published as letters or articles, provided it
is made clear that their opinions do not necessarily reflect the official positions of the
association.

9. Obituaries as written by the International News Exchange shall be published with photo
by all editions upon the death of a past international president or current member of the
International Board of Directors.

10. If received, membership applications for the Lions International Trading Pin and Stamp
Clubs shall be printed once a year in the Headquarters editions of the magazine and sent
as optional material to all other editions.

11. Official editions shall be encouraged to provide space to promote area forums in their
readership area. At their discretion, they may charge for printing registration forms.

12. Editors of official editions shall be encouraged from time to time to provide especially
interesting or significant articles from their areas to the International New Exchange for
distribution to other editions.
13. The logotype “LION” as it appears on the cover of the Headquarters edition shall appear in English on the cover of all official editions. A geographical or language designation may appear beneath the logotype, such as “En Espanol” or “South Pacific.”

14. Official editions are required to publish at least six times per year.

15. The association’s emblem shall appear on the front cover of all official editions.

16. Updated numbers of Melvin Jones Fellows shall be published in a conspicuous manner three times per year, if received.

B. ADMINISTRATIVE AND FINANCIAL PROCEDURES – OFFICIAL EDITIONS

1. The following are recognized as official editions: Australia and Papua New Guinea, Austria, Bangladesh, Belgium, Britain-Ireland, Brazil (an edition for Multiple District LA, LB and LD and an edition for Multiple District LC), Canada (Multiple District A), China Hong Kong, MD 300 Taiwan, Denmark, Finland, France, Germany, Greece and Cyprus, Headquarters (English and Spanish), Iceland, India, Indonesia, Italy, Japan, Korea, Netherlands, New Zealand, Norway, Pakistan, Poland, Portugal, Sweden, Switzerland, Thailand and Turkey.

2. Provided they comply with all relevant policies, official editions shall be paid US$6.00 per member, per year. Payment shall be made on a bi-monthly basis, unless other arrangements are made with the association’s treasurer. Payments will be computed based upon the average membership for the two months, to be determined by adding the membership at the beginning of the first month to the membership at the end of the second month, then dividing by two. The rate of exchange to be used for bi-monthly payment will be computed by adding the established Lions’ rate for the two months, then dividing by two. The following financial reports must be received in order to receive payment:

a. A semi-annual accounting showing income and expense for the period July 1 – December 31, is due no later than March 31, and for the period January 1 – June 30, is due not later than September 30, utilizing the form displayed as Exhibit A. of this chapter.

b. Editions that do not comply with the editorial and administrative policies will receive a letter of reprimand outlining areas of deficiencies. Failure to make required changes to fall within compliance will result in suspension. Financial allowance will be withheld for each issue that is not in compliance.

3. A translation allowance not to exceed US$350.00 per published issue will be paid to non-English magazines to help defray the expense of translating official materials, provided that the requests are supported by copies of bills or invoices paid for such services.
4. Dues revenue that supports official editions of the magazine may not be used for any other purpose. Surpluses can be held in reserve to apply against future deficits, or be used for other purposes, such as public relations endeavors, provided expenditures are approved in advance by the Executive Administrator/Editor-In-Chief. Requisite receipts and invoices must be submitted within 30 days of expenditure.

5. Aside from materials sent routinely by the International News Exchange, official editions must pay for any special materials or services requested from International Headquarters, including, but not limited to, mailing labels, color separations or art work. Such charges may be waived at the discretion of the manager of the Public Relations and Communications Division.

6. Mailing lists used to circulate the magazine may not be used for purposes other than to mail official publications without the express permission of the editor-in-chief.

7. Official editions may levy additional dues to support magazine operations, provided that such dues are approved by the Lions in the magazine’s circulation area at recognized conventions.

8. Application may be made for official edition status if there are 5,000 Lions reading the same language in the area, with the understanding that the International Board of Directors has full discretion in granting official edition status.

9. The Headquarters editions (English and Spanish) shall be supervised by the Executive Administrator and the manager of the Public Relations and Communications Division.

10. Other official editions of Lion Magazine shall be supervised by a magazine committee constituted as follows, unless a committee structure already exists that has been approved by the Lions in the circulation area and the manager of the Public Relations and Communications Division:

   a. If serving a single district only, the committee shall consist of three members appointed by the district governor. Any international director then serving from the district shall be an ex officio member of the committee.

   b. If serving a multiple district, the committee shall consist of three members appointed by the council chairperson. No two members may come from any one sub-district, except when the multiple district consists of only two sub-districts. In such a case, the two sub-districts will alternate in having two members. If the multiple district has more than three sub-districts, representation on the committee must rotate among the sub-districts so that all are represented on an equal basis. Any international director then serving from the multiple district shall be an ex-officio member of the committee.
c. If serving more than one multiple district, each multiple district council chairperson shall appoint one member to the magazine committee. If the magazine serves only two multiple districts, then the multiple districts shall alternate in appointing two members of the committee, so that the committee shall consist of three members. Any international director then serving from the multiple districts shall be an ex-officio member of the committee.

d. Current district governors may not serve on magazine committees.

e. Members of magazine committees may be reappointed, subject to limitations on representation as described in paragraphs a, b & c, above.

f. Magazine committees shall elect one member as chairperson.

g. Vacancies on magazine committees shall be filled subject to the same conditions and restrictions as apply to original appointments.

11. Except for editors for the headquarters English and Spanish editions, editors of official editions shall be appointed by the respective magazine committee or council of governors, or elected. Editors terms must be for a minimum of one year, and a maximum of three years. Editors may be reappointed.

12. Magazine committees are responsible for insuring that the policies of the International Board of Directors, as set forth in this chapter of the Board Policy Manual; and directives of the editor-in-chief and International News Exchange, are fully complied with.

13. The editor-in-chief shall be responsible for monitoring the performance of all editions as to content and administration. A review shall be made of all editions on or about January 1 and July 1 for compliance with board policy. If the editor-in-chief is not satisfied that all deficiencies have been corrected within 90 days from the date of notification, he/she shall report to the International Board of Directors through the Public Relations Committee. Unless a compelling reason exists for not doing so, that committee shall recommend withdrawal of official language status.

14. Editors of official editions shall be required to produce each edition to a standard and quality at least sufficient to present a high quality image of the association to its members, and to the public. The required standard and quality for each official edition shall be specified by the editor-in-chief from time to time. In deciding such standard and quality, the editor-in-chief shall use the headquarters edition as a benchmark, but in doing so, he/she shall have regard to the local costs and conditions applying, and to the number of members served by each such edition.

15. Editors of official editions shall be provided with a badge similar to that provided to International Headquarters staff, printed with the name of the editor, the title, “Editor,” and the designation of the respective edition.
16. Magazine committees shall from time to time, but in no case longer than once every three years, seek competitive bids from at least three qualified publishers, printers, mailing services or any major provider of services not provided to the edition by a Lion or Lions on a completely volunteer basis, if received.

17. Editors of official editions of Lion Magazine who provide printing or other services to the edition they edit must fully disclose their financial or immediate family member’s interest in such companies or entities and must otherwise fully comply with established bidding procedures.

C. ADVERTISING

1. Advertisers may use the word “Lions” in their advertisements provided such use does not imply endorsement.

2. Revenues and expenses related to advertising sales must be shown clearly on all financial reports, and revenues must be used to lower costs and/or improve the quality of the magazine.

D. SUBSCRIPTIONS AND CIRCULATION

1. Each member is entitled to receive one edition of the LION Magazine in return for payment of magazine dues. Lions who wish to receive other editions must apply directly to those editions and pay the subscription fee that applies.

2. Additional subscriptions to the Headquarters editions of the LION Magazine are available for US$6.00 if mailed within the United States, and US$12.00 if mailed elsewhere. Cost of a single issue is US$1.00.

3. Only entire clubs, by member vote, can change the editions of the magazine they receive. All members must receive the same edition. To change, the club must write the editors of both editions (the one currently received, and the one the club wishes to receive), with a copy to the circulation manager at International Headquarters clearly indicating the effective date of the change. Ninety days advance notice is required for any change. India is the exception to this policy. Since both the English and Hindi versions are printed in India, and India maintains their own membership roster, individuals within clubs may choose either the English and Hindi version of LION Magazine India. Any additional financial liability is to be incurred by the Lions of India.

4. Districts (single and sub) and multiple districts may also change the edition they receive, but only after a favorable vote at the respective district (single or sub) or multiple district convention. A copy of the resolution shall be sent to both the editor of the edition currently received and the editor of the edition the delegates have voted to receive. A copy of the resolution and both letters shall be sent to the circulation manager at
International Headquarters, clearly indicating the effective date of the change. Ninety days advance notice is required for any change.

5. Upon proper notification as specified in paragraphs 3 and 4 above, the circulation manager will confirm the effective date of the change in writing to all parties concerned.

6. A complimentary subscription to the magazine will be provided to surviving spouses of past international presidents and past international directors.

7. A first class or airmail copy of the Headquarters editions of the magazine shall be sent to all district governors or council chairpersons who would normally receive those editions.


9. All official editions of the magazine shall provide a complimentary subscription to the international president during his or her term of office.

10. Official editions must send two copies of each issue by airmail as soon as printed to the manager of the Public Relations and Communications Division at International Headquarters.
**Income and Expenditure Accounting for the Six Months Ending**

Number of issues in period  ____  Total number of pages in period (all issues)  ____  

Has all official material been printed?  □ Yes  □ No (If “No,” please explain in a cover letter)  

<table>
<thead>
<tr>
<th></th>
<th>Local Currency</th>
<th>US Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
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<td></td>
</tr>
<tr>
<td>Contribution due from LCI for the quarter ending</td>
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<td></td>
</tr>
<tr>
<td>Contribution due from LCI for the quarter ending</td>
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<tr>
<td>Translation reimbursement</td>
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<tr>
<td>Other income (describe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total income from Lions Clubs International</strong></td>
<td></td>
<td></td>
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<tr>
<td>Contributions due from local members (describe)</td>
<td></td>
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<tr>
<td>Advertising income due for period</td>
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<td>Interest receivable for period</td>
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<tr>
<td>Other income (describe)</td>
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<td></td>
</tr>
<tr>
<td><strong>Total income from local sources</strong></td>
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A - Total Income

<table>
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<tr>
<th></th>
<th>Local Currency</th>
<th>US Dollars</th>
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<tbody>
<tr>
<td><strong>Expenditures</strong></td>
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<td>Design</td>
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<td>Production</td>
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</tr>
<tr>
<td>Photographs, etc.</td>
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<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging</td>
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</tr>
<tr>
<td>Postage and distribution costs</td>
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</tr>
<tr>
<td>Editorial fees and expenses</td>
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<td></td>
</tr>
<tr>
<td>Wages and salaries</td>
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<td></td>
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<tr>
<td>Staff pensions, etc.</td>
<td></td>
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<tr>
<td>Staff expenses</td>
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<tr>
<td>Office costs</td>
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<tr>
<td>Management committee expenses</td>
<td></td>
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<tr>
<td>Advertising commissions, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation costs</td>
<td></td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Other expenditures (describe)</td>
<td></td>
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<tr>
<td><strong>B - Total Expenditures</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surplus/(Deficit) for period  A - B

I certify that, to the best of my knowledge and belief, the above Income and Expenditure account correctly shows the financial results of the edition of LION Magazine stated above, for the period stated above.

Signed _______________________, Editor  Date _______________________

Please mail to: Public Relations Department, Lions Clubs International, 300 W. 22ND Street, Oak Brook, Illinois, USA 60523-8842 or fax to: 630-571-1685
A. CHEVRONS (MEMBERSHIP LONGEVITY)

a. Charter Monarch and Monarch Milestone Chevrons will be awarded each year on the following membership anniversaries: 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, and over.

b. The Charter Monarch and Monarch Milestone Chevrons will be automatically distributed to the district governors each August for presentation to the Lions in the district at an appropriate time and place, such as a district convention or other celebration.

e. Lost or replacement Charter Monarch and Monarch Milestone Chevron Awards may be purchased through the LCI Club Supplies Department.

d. Former Lionesses, choosing to become Lions, can retain their Lioness service years as part of their Lions record. Such Lioness service may date back to 1975, the official approval year of the program. The Lioness Conversion Historical Record Form is used for this purpose.

B. CLASSIFICATIONS

1. Honorary Membership

   a. The total number of Honorary Memberships shall not exceed 5% of the total active membership of the club; any fraction shall permit one additional Honorary Member.

   b. As a guide, the minimum age limit for Honorary Membership shall be established at thirty years.

2. Life Membership

   a. All applications for Life Membership shall be reviewed and qualifications confirmed by the international office for approval.

   b. Life Members approved after July 1, 1980 will receive, in addition to the silver card, one Life Member tab without cost. Additional tabs can be purchased.

   c. Life Membership may be revoked by order of the board of directors when due cause is shown.

3. Membership in a Lions club shall be as follows:
a. **Active:** A member eligibility 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.

b. **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. This membership category shall be included in the club delegate formula calculation.

c. **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. This membership category shall not be included in the club delegate formula calculation.

d. **Privileged:** A member of this club who has been a Lion fifteen 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. This membership category shall be included in the club delegate formula calculation.

e. **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 $650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and

Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper.
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.

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.

This membership category shall be included in the club delegate formula calculation.

f. **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 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. This membership category shall not be included in the club delegate formula calculation.

g. **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, 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. This membership category shall be included in the club delegate formula calculation.
## EXHIBIT A

### MEMBERSHIP CATEGORY CHART

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PROMPT PAYMENT OF DUES (CLUB, DISTRICT AND INTERNATIONAL)</th>
<th>PARTICIPATION IN CLUB ACTIVITIES</th>
<th>CONDUCT REFLECTING FAVORABLE IMAGE</th>
<th>ELIGIBILITY TO SEEK CLUB, DISTRICT OR INT’L OFFICE</th>
<th>VOTING PRIVILEGES</th>
<th>DELEGATE AT DISTRICT OR INT’L CONVENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>AFFILIATE</td>
<td>YES</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>ASSOCIATE</td>
<td>YES, CLUB ONLY</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>NO</td>
<td>DISTRICT CONVENTION (PRIMARY) CLUB MATTERS ONLY (BOTH)</td>
<td>NO</td>
</tr>
<tr>
<td>HONORARY</td>
<td>NO, CLUB PAY APPLICABLE INT’L AND DISTRICT DUES</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>LIFE</td>
<td>YES, DISTRICT &amp; CLUB ONLY - NO INT’L DUES OBLIGATIONS</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>YES, IF FULFILLS OBLIGATION OF ACTIVE MEMBER</td>
<td>YES, IF FULFILLS OBLIGATION OF ACTIVE MEMBER</td>
<td>YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER</td>
</tr>
<tr>
<td>MEMBER AT LARGE</td>
<td>YES</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>NO</td>
<td>YES, CLUB MATTERS ONLY</td>
<td>NO</td>
</tr>
<tr>
<td>PRIVILEGED</td>
<td>YES</td>
<td>YES, WHEN ABLE</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
B. FAMILY MEMBERSHIP PROGRAM AND FAMILY DUES PROVISION

1. The Family Membership Program provides families with the opportunity to join a Lions club, upon invitation, under a special family dues concession. The program is designed for either existing members who wish to invite other family members to join their club and for clubs that wish to expand their community service by involving more families from the community they serve, subject to the provisions and regulations as described below.

2. For the purpose of this program, the eligibility definition for ‘family’ shall be as follows: A family includes all members living in the same household related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and other legal dependents.

3. 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. New family members must be invited and approved by the clubs board of directors. Family membership is limited to five qualifying family members per household, and new clubs must have a minimum of ten full paying members. Same-household residency is not required for members under age 26 if they are pursuing higher education or serving in their country’s military.

4. The first family member (head of household) pays full international dues (as well as any applicable club, district or multiple district dues), and up to four qualifying family members pay half international dues. Life Members qualify as the full paying first member. All family members pay the one-time entrance fee and shall be Active Members with all rights and privileges. The designated head of household is not eligible for other dues discount programs.

5. To qualify for the family membership dues rate, existing qualifying family members shall be certified and reported as family members by the May 31 and November 30 deadline dates in order to be billed at the discounted family rate for that upcoming respective semi-annual dues billing. Subsequent family members, up to a limit of four more, who meet the Family Membership Program qualifications, shall be required to pay one half the normal international dues. Club officers reporting new family unit members to Lions Clubs International, shall certify the family relationship as well as the residence information. Clubs using the paper Monthly Membership Report form will submit the Family Unit Certification Form at the same time as the Monthly Membership Report listing the new member. Lions Clubs International will not issue credits to clubs that complete certification after the new member has been added; in these cases, the family unit billing rate will take effect with the next semi-annual dues billing.

6. In the case of newly chartered clubs, family unit certification shall be done at the time the members are added to the club either online via MyLCI or on the Report of Charter Members form. A minimum of 10 members who are paying full dues is required when utilizing the Family Membership Program to charter a new club.
7. Per the association’s constitution, formal membership is limited to individuals who are above the age of majority. Therefore, adolescents and minor children shall not be entitled to formal membership and not be added to the membership roster. In such cases, clubs are encouraged to sponsor Leo clubs, or organize a Cub club, for these younger family members as desired.

8. No credits will be issued to clubs that change a Lions join date in order to receive the family dues rate.

9. To verify same household residency and other eligibility requirements, the club secretary shall complete certification for each family unit and provide a certification key code indicating the type of supporting documentation he/she reviewed for determining the family members meet the eligibility requirements. The application shall be completed using MyLCI, or submitted in paper form for clubs reporting member additions using the hard copy Monthly Membership Report.

10. Clubs that add more than 10 family members in a month shall be required to provide additional documentation to LCI confirming their eligibility for family membership, and such members will not be added to the association’s membership records until such documents have been reviewed.

11. Family member units, under the Family Membership Program, shall receive only one copy of LION Magazine.

12. Family members shall be subject to the year-and-a-day rule with respect to the club delegate formula provision.

13. Clubs determined by the association to be misapplying the Family Membership Program or misusing it to affect voting delegate strength may be required to pay full dues for all family members in the club to the point at which the misuse was found to occur. Furthermore, the association retains the right to prohibit such clubs from adding family members under the Family Membership Program for a period of two years after the infraction.

C. STUDENT MEMBER AND LEO TO LION PROGRAMS AND DUES PROVISION

1. The Student Member Program provides students with the opportunity to join any Lions club, including campus clubs, upon invitation, under a special student dues concession. The program is designed for Campus Lions clubs and for clubs that wish to expand their humanitarian service by involving more students from the community they serve, subject to the provisions and regulations as described below.

2. The Student Member Program is open to students between the age of legal majority in the jurisdiction in which they reside and through the age of 30.
a. For the purpose of this program, the eligibility definition for “student” shall be as follows: A student is an individual enrolled in an educational institution. New student members must be invited and approved by the club’s board of directors.

b. Any membership awards program that includes campus clubs or student members as part of the earnings recognition module will not be fulfilled until all outstanding dues and fees are paid.

3. Students members, who meet the qualifications as outlined in paragraph 2 above, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. Once a student meets this qualification, the student shall continue to receive the concession until graduation, notification of student status change or once the student reaches age 31, whichever comes first. It should be further recommended that districts and multiple districts consider either exempting or lowering their dues for student members as deemed appropriate. All qualifying student members shall be Active Members with all rights and privileges.

4. Student members shall be required to provide documentation verifying enrollment in an educational institution and age. The district governor, guiding Lion or club secretary shall complete a Student Member and Leo to Lion Certification Form for each student member, indicating the type of supporting document he/she reviewed to verify enrollment in an educational institution and age.

5. In the case of Campus Lions clubs, student members shall receive an extended billing adjustment period for the semi-annual billings in order to accommodate the typical school schedule. Campus Lions clubs have through March 31 for the January per capita billing and through September 30 for the July per capita billing to amend the club roster. Lions Clubs International will give credits to clubs for roster adjustments submitted within this time period.

6. Clubs determined to be misapplying the Student Member Program may be required to pay full dues for all student members in the club to the point at which the misuse was found to occur. Furthermore, the association would retain the right to prohibit such clubs from adding student members under the Student Membership Program for a period of two years after the infraction.

7. The Leo to Lion Program provides an easy transition for graduating Leos. Current and former Leos, who have been a Leo for at least a year and a day and are between the age of legal majority in the jurisdiction in which they reside and through the age of 30, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. A member who meets the initial Leo to Lion requirements shall continue to qualify for the Leo to Lion Program until the member reaches the age of 31.

8. Additionally, in the event that a group of current or former Leos apply to charter a new club with other like-minded young adults, all new club members between the age of legal...
majority in the jurisdiction in which they reside and through the age of 30 qualify for the Leo to Lion Program under the provision that at least 10 new club members are former Leos who have been a Leo for at least a year and a day. Members over the age of 30 shall qualify for membership in the club, but do not qualify for the Leo to Lion Program.

9. Leo Lions shall be required to provide the Leo Completion of Service Certificate and documentation verifying Leo membership and age. Young adults shall be required to provide documentation verifying age. The district governor, guiding Lion or club secretary shall complete a Student Member and Leo to Lion Certification Form for each Leo Lion and young adult member, indicating the type of supporting document he/she reviewed to verify Leo membership and/or age.

10. In the case of a newly chartered campus club, or a club with a majority of student members, each charter member who qualifies for the Student Member Program is required to prepay one year International dues at the student member rate at the time of charter. Such fees shall be submitted with the charter application.

11. Existing members must be listed as a Leo or former Leo in their membership history in order to update their member type to Leo Lion. To receive former Leo status as an existing member, the Leo to Lion Certification and Years of Service Transfer Form (LL-2) must be submitted to Lions Clubs International.

D. CONTINUOUS MEMBERSHIP

The Executive Committee shall use its discretion in granting continuous membership in cases in which a political situation is involved in a country.

E. FEES

1. New members shall pay an entrance fee of US$25.00

2. The entrance fee for former and existing Leo club members presenting a copy of the Leo Completion of Service Certificate shall be waived.

3. The charter fee for former and existing Leo club members presenting a copy of the Leo Completion of Service Certificate shall be waived.

F. MEMBERSHIP AWARD PROGRAMS

Key Award Program
1. Effective July 1, 2002, Membership Key Awards will be earned for a total of new members sponsored, who have met the requirements for eligibility, in the following increments:

- 2 Membership Key
- 5 Membership Key
- 10 Membership Key
- 15 Membership Key
- 20 Membership Key
- 25 Membership Key
- 50 Membership Key
- 75 Membership Key
- 500 Membership Key

   Keys will be issued automatically, 13 months after the date the new member was reported, to the sponsor listed on the report. These keys will only be issued after July 1, 2002 and will not be issued retroactively.

Each key will comport with its specific design as approved by the board and will, as appropriate, bear the number of sponsored members appropriate for said key. All keys will be made to be worn on the lapel.

All Membership Keys, beginning at the 25 – member key level will be accompanied by a medallion matching the key in design but proportionally larger. The medallion will be made to be worn suspended from a ribbon.

Awards resembling the official Membership Key Awards of Lions Clubs International may not be used by any Lions clubs or districts.

2. **Eligibility**

   a. A new member must remain a Lion for one year and a day before the name may be used as credit toward a Membership Key.
   b. The name of the new member and the sponsor must be reported via MyLCI, with the sponsor’s member number and club number.
   c. No sponsor shall receive more than one key of the same type.
   d. Transfer and reinstated members cannot be used as credit for a key.
   e. Only one sponsor can receive credit for a new member.
   f. Requests for sponsor changes must be received by LCI Headquarters within 90 days of the new members’ join date.
   g. Key awards will be issued to a sponsor if the new member’s club is in good standing.
3. **Chevrons**

a. Charter Monarch and Monarch Milestone Chevrons will be awarded each year on the following membership anniversaries: 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75 and over.

b. Former Lionesses, choosing to become Lions, can retain their Lioness service years as part of their Lions record. Such Lioness service may date back to 1975, the official approval year of the program. The Lioness Conversion Program Form (LP3) is used for this purpose.

c. Former Leos, choosing to become Lions, can retain their Leo service years as part of the Lions records. The Leo to Lion Certification Form (LL2) is used for this purpose.

**G. REPORTS**

The Cumulative Membership and Club Summary Report shall contain both club and charter member data and membership data uniformly ending on the last day of each calendar month and culminating on June 30 of each calendar year.

**H. NON-DISCRIMINATION POLICY**

Lions Clubs International affirms a policy of non-discrimination. Lions clubs and members may not discriminate on the basis of race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, veteran status or any other legally protected status. A violation of this policy would be considered conduct unbecoming a Lion and/or Lions Club and may result in placing a club in “status quo” and/or cancelling a club charter in accordance with the policies set forth by the International Board of Directors.
CHAPTER XVIII
OFFICERS, PRESENT & PAST

A. ADMINISTRATIVE OFFICERS

The administrative officers of The International Association of Lions Clubs shall be the executive administrator, secretary and treasurer.

B. EXECUTIVE ADMINISTRATOR, SECRETARY AND TREASURER

1. Effective April 1, 2014, Scott Drumheller shall assume the title, responsibilities and duties of Executive Administrator & Secretary of The International Association of Lions Clubs.

   The Executive Committee shall and is hereby empowered to fix by contract the duties, term of office and compensation of Scott Drumheller.

2. Effective April 4, 2016July 1, 2005, Catherine M. RizzoMaryellen Skerik shall assume the title, responsibilities and duties of the treasurer of The International Association of Lions Clubs.

   BE IT FURTHER RESOLVED, That the Executive Committee shall and is hereby empowered to fix by contract the duties, term of office and compensation of Catherine M. RizzoMaryellen Skerik.

C. TITLES OF PAST OFFICERS

Lions who have served the association as officers shall be recognized, officially, by the following titles:

International President – Past International President
International Vice President– Past International Vice President
International Director– Past International Director
District Governor – Past District Governor

D. TITLE – SECRETARY-GENERAL

The title “Secretary-General” shall be retired in commemoration of the founder and late Secretary-General Melvin Jones, for his long and useful service to the association and mankind.
E. OFFICERS, DIRECTORS AND PAST PRESIDENTS

Mail for the officers, directors and past presidents will be combined and sent out once a week with the exception of letters requiring a decision, etc., which will be mailed as previously.

F. PAST OFFICERS

The past officers who are not current members of the association shall be dropped from the mailing list.

G. PUBLICATIONS AND INFORMATION AVAILABLE TO CERTIFIED CANDIDATES FOR THE OFFICES OF THIRD SECOND VICE PRESIDENT AND INTERNATIONAL DIRECTOR [Highlighted changes take effect July 1, 2016]

1. International Constitution and By-Laws

2. “The International Director - Service Through Leadership”

3. Contact information of present and past officers shall be made available to all certified candidates at cost. The contact information will be delivered electronically.

4. Contact information for all club officers can be furnished to certified candidates for elected Executive Officer positions, upon request, with the respective candidate to pay the association’s cost in supplying the same.

5. The scope of the contact information and the cost of delivery of the same shall be determined by the relevant operation procedures.

H. OFFICER LAPEL PINS

1. Two lapel buttons shall be furnished to each officer.

2. Upon request, the replacement of lapel pins shall be made to officers, directors, and past international presidents without charge.

I. DEATH OF BOARD MEMBER OR PAST INTERNATIONAL PRESIDENT, OR THEIR SPOUSE – NOTIFICATION AND PROCEDURE

1. In the event of the death of any member of the board of directors or their spouse, or any past international president or their spouse, notification shall be given by letter, e-mail or telefax to all members of the Board of Directors and Past International Presidents.
Notification shall be given by letter, e-mail or telefax where appropriate to all Past International Directors of the Association.

2. The president shall designate an official representative of the association to attend the funeral of any such officer or past international president.

3. Surviving spouse of deceased past international presidents will be invited to attend international conventions as guests of the association.
CHAPTER XIX
PUBLIC RELATIONS

A. PUBLICATIONS

1. The Public Relations and Communications Division shall produce and make available, either on the association’s official web site or through club supplies, the Club Public Relations Chairperson’s Guide and the District Public Relations Chairperson’s Guide as indicated.

   a. Club Public Relations Chairperson’s Guide (Website and club supplies)

   b. District Public Relations Chairperson’s Guide (Website only)

2. An updated list of films and slide presentations shall be published and made available to Lions clubs and districts upon request.

3. A list of publications available from international headquarters shall be updated every year and made available upon request to clubs and districts.

4. The incoming international president’s program shall be published in the July/August issue of Lion Magazine, and made available for download from the association’s official website. A printed copy shall be mailed or given to all members of the International Board of Directors; to all council chairpersons; to all incoming district governors (who are not council chairpersons); and to all certified candidates for international office.

B. OFFICER AND DIRECTOR

PUBLICITY MATERIALS

1. Candidate Biographies. A biographical information form shall be sent to all candidates for international office as soon as they are certified. Using the information contained on the form, the Public Relations and Communications Division shall prepare a short biography and send it to the candidate for approval. If the candidate is elected, the approved biography will be the official biography of the officer or director during the following fiscal year. The official biography will also be used as the basis for an election news release, to be sent immediately after the convention to the local media specified on the biographical information form. Biographical information forms and biographies of unsuccessful candidates shall not be retained.

2. Current Officer and Director Biographies. Prior to the international convention, official biographies on file shall be sent to all officers and directors who will be continuing in office for their review and possible changes. After the updated biography is prepared, the previous biography shall be removed from the file and destroyed.
3. Publicity Photographs. All candidates for international office shall be required to send three color photographs suitable for publicity purposes at the same time they send their biographical information form. The photograph must be color, no smaller than 3-1/2 x 5 inches and no larger than 8 x 10 inches, and shall be provided at the candidate’s expense. Additional copies needed for legitimate association purposes shall be made at the association’s expense. Photographs of unsuccessful candidates shall not be returned.

4. Presidential Photographs. The following photographs of the incoming international president shall be made at the association expense:
   
a. A black and white and a color portrait suitable for general publicity purposes.

b. A 20 x 24 inch color portrait, to be displayed at international headquarters during the president’s term of office, and returned to him/her at the end of his/ her term.

c. An 8 x 10 head and shoulders color portrait for hanging in the Past Presidents’ Gallery at International Headquarters.

5. National Anthems. The Public Relations and Communications Division shall maintain a cassette-tape file of the national anthems of all officers and directors.

6. International Visitors Kit. Upon request from the Travel and Administrative Services Department or the host Lions, the Public Relations and Communications Division shall send an International Visitors Kit to the host Lions as an aid to publicizing an international speaker’s visit. It shall include the following materials: three copies of the speaker’s biography; three photographs; an official protocol manual; the speaker’s national anthem tape, if different from the host country; table-top flag with stand of the speaker’s country, if different from the host country; suggestions for obtaining local publicity; and including a letter asking the host Lions to encourage the visitor to speak on and/or answer questions related to youth programs.

7. Publicity Materials for Past Officers and Directors. Every five years, the Public Relations and Communications Division shall send a copy of their file biography and photograph to all past international officers and directors. At their option, they may update either the biography or photograph or both. The Public Relations and Communications Division will file the new material, but will make copies only to respond to specific requests.

C. AUDIO-VISUAL MATERIALS

1. The Public Relations and Communications Division shall produce videos and slide presentations on relevant subjects and make them available through the Club Supplies Catalog at the lowest possible price.
2. The video produced each year of the incoming president’s international program shall be provided at no charge to district governors and members of the International Board of Directors in the appropriate official language.

D. CONTESTS

The Public Relations and Communications Division shall supervise the following contests, with judging at the international convention under rules established by the Public Relations Committee. Winners will be announced at the final convention session and their names printed in a subsequent issue of Lion Magazine.

1. International Trading Pin Contest) (See Exhibit A-III)
2. International Website Contest (See Exhibit A-VI)

E. OFFICIAL PROTOCOL

The official protocol of The International Association of Lions Clubs shall be as shown in Exhibit B.

F. AWARDS

The international president shall present the award in person whenever possible, but may delegate the presentation to another Lion leader if unable to do so. The president shall have 60 days after his/her term of office ends to present all awards, except that awards presented after his/her term ends must be presented in public. All awards not presented within this period and under these conditions shall be considered null and void. Records of awards given are administered by Lions Clubs International headquarters.
<table>
<thead>
<tr>
<th>Award</th>
<th>Criteria</th>
<th>Quantity that May be Presented during the President's Term</th>
<th>How to Nominate</th>
<th>Who is Eligible</th>
<th>Who Approves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambassador of Good Will Award</td>
<td>At the discretion of the International President</td>
<td>40</td>
<td>Submit nomination letter and supporting information to President's Office at LCI headquarters</td>
<td>All Lions who have not previously received one.</td>
<td>Current International President</td>
</tr>
<tr>
<td>Presidential Award</td>
<td>Please refer to the Awards Criteria Letter sent by the current International President</td>
<td>1125</td>
<td>Submit recommendation forms according to the president's guidelines in his/her Awards Criteria Letter</td>
<td>All Lions and Non-Lions</td>
<td>Current International President</td>
</tr>
<tr>
<td>International Leadership Award</td>
<td>Please refer to the Awards Criteria Letter sent by the current International President</td>
<td>1280</td>
<td>Submit recommendation forms according to the president's guidelines in his/her Awards Criteria Letter</td>
<td>All Lions and Leos</td>
<td>Current International President</td>
</tr>
<tr>
<td>Lion Recognition Medal</td>
<td>Lions who distinguished themselves in a disaster relief effort, lifesaving endeavor, or a service activity deemed otherwise appropriate by the International President.</td>
<td>75</td>
<td>Submit nomination letter and supporting information to President's Office at LCI headquarters</td>
<td>All Lions</td>
<td>Current International President</td>
</tr>
<tr>
<td>International Director Recognition Award</td>
<td>Given to International Directors who have completed 2 years of service on the Lion Clubs International Board of Directors</td>
<td>Amount corresponding to the number of outgoing 2nd year international directors for current year.</td>
<td>Automatically conferred</td>
<td>Outgoing 2nd year International Directors.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Effective March 4, 2016
<table>
<thead>
<tr>
<th><strong>International President's Certificate of Appreciation</strong></th>
<th>Please refer to the Awards Criteria Letter sent by the current International President</th>
<th>Please refer to the Awards Criteria Letter sent by the current International President</th>
<th>Please refer to the Awards Criteria Letter sent by the current International President</th>
<th>All Lions, Leos and Non-Lions</th>
<th>Current International President</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanitarian Award</strong></td>
<td>Given to an individual or group for substantial humanitarian accomplishment.</td>
<td>1</td>
<td>Nomination form provided upon request. Submissions no later than December 31 each year.</td>
<td>Lions and non-Lions.</td>
<td>LCIF executive committee selects three finalists. The International President selects the recipient.</td>
</tr>
<tr>
<td><strong>Lion Medal of Honor</strong></td>
<td>Awarded posthumously for extraordinary humanitarian effort</td>
<td>15</td>
<td>Submit nomination letter and supporting information to President's Office at LCI headquarters</td>
<td>Lions and non-Lions. Ambassador of Goodwill recipients not eligible.</td>
<td>Current International President</td>
</tr>
<tr>
<td><strong>LCIF Friend of Humanity Award</strong></td>
<td>At the discretion of the International President or LCIF Chairperson.</td>
<td>50</td>
<td>In writing by Lions</td>
<td>Lions who have not previously received the award.</td>
<td>Current International President and LCIF Chairperson</td>
</tr>
<tr>
<td><strong>Head of State Medal</strong></td>
<td>At the discretion of the International President</td>
<td>No limit per year.</td>
<td>N/A</td>
<td>National Heads of State or governments who have not previously received the award.</td>
<td>Current International President.</td>
</tr>
<tr>
<td><strong>Medal of Distinction</strong></td>
<td>At the discretion of the International President</td>
<td>No limit per year.</td>
<td>N/A</td>
<td>Prime Minister (not Head of State), governor who have not previously received the award.</td>
<td>Current International President</td>
</tr>
</tbody>
</table>

Effective March 4, 2016

Chapter XIX
Page 5
<table>
<thead>
<tr>
<th><strong>International President's Medal of Merit</strong></th>
<th>At the discretion of the International President</th>
<th>No limit per year.</th>
<th>N/A</th>
<th>Local government officials who have not previously received the award.</th>
<th>Current International President.</th>
</tr>
</thead>
</table>

1. **Explanatory Note**

Except with respect to an award made to a Lion in connection with a Lion activity, no Lions club, or group of Lions clubs, or district (single, sub or multiple) may grant any award, national or international in scope, except upon written approval of the award and the recipient by the board of directors or its designee. All certificates, awards, membership cards, etc., are to be prepared for the signature of the international president; and shall be translated into the appropriate language, where feasible. No Lion, Lioness or Leo award, either by presentation by the association or by sale through Club Supplies and Distribution Division, shall be introduced without approval of the board of directors.
Lions Clubs International Contest Rules

All Contests

1. All contests are judged by members of the Public Relations Committee of the International Board of Directors at the Lions International Convention.

2. All contest winners are announced at the Lions International Convention and published in LION Magazine.

3. Entries become property of Lions Clubs International Headquarters and cannot be returned. Lions Clubs International may use entries in any way deemed suitable.

4. The Public Relations and Communications Division at International Headquarters mails awards to all winners by September 1 following the Lions International Convention.

5. The decisions of the judges are final.

I. 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 must submit two copies of the same issue of its best club bulletin.

3. Districts must 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 must be mailed to the Public Relations and Communications Division at International Headquarters to arrive by May 1 of the year in which they’ll be judged at the Lions International Convention. Official entry form must accompany entry.

5. Newsletters will be judged for the quality of content, page layout, publication design and production.

II. International Web Site 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 will be presented in each category.

All clubs, districts and multiple districts must include the URL address of their web site on the Official Contest Registration Form.

2. Entries must be mailed to the Public Relations and Communications Division at International Headquarters to arrive by May 1 of the year in which they’ll be judged at the Lions International Convention. Official entry form must accompany entry.

3. Web sites will be judged for quality of content and design.
ENTRIES IN THE NEWSLETTER (BULLETIN) AND WEB SITE CONTESTS MUST BE ACCOMPANIED BY THE REGISTRATION FORM BELOW:

OFFICIAL CONTEST REGISTRATION FORM

<table>
<thead>
<tr>
<th>Entry Level:</th>
<th>Lions club</th>
<th>District</th>
<th>Multiple District</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circle one)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Club Name (if club entry) ___________________________ District __________________
State/Province __________________ Country __________________ Multiple District ___________
URL Address (for Web Site Contest): ________________________________

Entering Contest: Newsletter (Bulletin) Web Site
(Circle one)

Name ________________________________________________
Street _______________________________________________
City __________________________ State/Province __________________
ZIP/Postal Code ______________ Country __________________________
Phone: __________________ Fax: __________________
E-Mail: ____________________________________________

Lions Clubs International, Public Relations and Communications Division, 300 W 22ND STREET, OAK BROOK, IL 60523-8842 USA • www.lionsclubs.org
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.

A. 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)

(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 or 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 Fellows should be mentioned.

B. 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 or she should be seated directly to the right of the chairperson (see next page).

C. 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.

* 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.
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.

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.

D. 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 or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is 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.

E. 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.

F. Head Table Introductions

Introduction of the head table should begin with the meeting chairperson or presiding officer, 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").

G. 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.
A. OFFICIAL PUBLICATIONS

The board of directors shall have exclusive jurisdiction, control and supervision over all official publications of this association.

B. “OFFICIAL PUBLICATION” DESIGNATION

All publications material approved by the international board shall carry the designation “Official Publication of Lions Clubs International.”

C. AUTHORITY TO CHANGE

The administrative officers are authorized to modify, if necessary, various printed material used by the association provided that such modifications are not contrary to policies adopted by the board of directors.

D. AUTHORITY TO PRINT

Unless otherwise provided by the board, all new printed items — or major modifications to established printed items — shall be considered and approved, first, by the committee of the board responsible for them.

All divisions at International Headquarters are required to do a full review of all publications and forms under their control no later than February 1, each year, and report the number of publications discontinued, revised or consolidated since the last review to the Public Relations Committee at the March/April board meeting.

E. PRINTED ITEMS IN LANGUAGES

All printed items issued to individual Lions shall be in any one of the official languages, as requested by the respective country through its council of governors.

F. INVENTORY OF PRINTED ITEMS

A systematic inventory of all printed items shall be maintained at the headquarters office.
G. PRINT ORDERS

All requests for printing are to be by written order.

H. AUTHORIZED PAYMENTS

1. Lions Clubs International shall pay only for the printing of official publications, or publications approved by the international president or executive administrator.

2. The executive administrator may authorize, but not to exceed US$500 per language per fiscal year in total, the printing of official languages, provided that the request for reimbursement be accompanied by a sample or samples of the publication or publications printed.

3. A multiple district or a district which is not part of a multiple district may request the board’s approval for one-time-only financial assistance, not to exceed US$5,000, for translation, publication, and distribution of Lions information materials in an unofficial language by submitting a proposed plan and budget. If approved, reimbursement will be made upon submission of the translated and published materials within one year after the board’s approval.

The board will approve proposals up to US$25,000 per year. Precedence should be given to the constitutions and by-laws (club, district and international) and to newly formed provisional districts.

I. PHASE IN OF NEW MATERIALS

Obsolete or superseded publications shall be destroyed or recycled.

J. TRANSLATIONS


2. Proposals to become an official language of The International Association of Lions Clubs shall meet the following criteria before being presented to the International Board of Directors for consideration.

a. The language shall be a standard language, not a dialect.

b. There shall be more than 725 active clubs using the language as the primary means of communication.
c. There shall be more than 30,000 active members using the language as their native tongue.

d. A request shall be submitted by the multiple district council of governors.

Official languages existing as of June 1, 1981 shall not be affected by these requirements regardless of the number of clubs and the members using the language.

3. Failure to support the monetary policies of the association by the majority of members using an official language may result in removing it from official language status.

4. All main publications shall be checked for proper language translations by qualified people in the respective countries.

K. USA TO BE USED WITH OVERSEAS PUBLICATIONS

The designation “USA” together with the listing of each state in the USA, shall appear on all address listings (except with respect to mailings which are wholly within the USA), identification badges and convention standards.

L. DIRECTORY

1. Listing of Names and Addresses in Directory

The Lions Clubs International Directory shall include the names, of all spouses of officers and directors, district governors, past presidents and past international directors, multiple district secretaries and international staff representatives; also, where possible, the name and address (and spouse’s name) of the chairperson of the council of governors of each multiple district where names thereof have been received.

a. A past international director who is no longer a Lion is to be dropped from listings in official publications, such as directory and vital information.

2. The names and addresses of the editors of the official LION Magazines shall be included in the International Directory.

3. In the Official Directory, in addition to the countries, the state or province shall be shown for all clubs of countries reporting this information via MyLCI, EMMR or Club Officer Reporting Form.

4. One page of the International Directory may be devoted to the headquarters staff, such page to contain the names and pictures of administrative officers and the names of division managers.
5. The telephone numbers of Lions clubs presidents shall be listed.

M. VITAL INFORMATION

1. The Lions Clubs International Vital Information shall include the names of all spouses of officers and directors, board appointees, district governors, past presidents and past international directors, multiple district secretaries and international staff representatives; also, where possible, the name and address (and spouse’s name) of the chairperson of the council of governors of each multiple district where names thereof have been received prior to the time the Vital goes to press.

2. Names and titles of administrative officers and division managers shall be included in the booklet Vital information.

3. Phone/fax/e-mail numbers for current officers, directors, and district governors shall be listed in Vital information.

4. The names, addresses and phone numbers of editors of official editions of Lion Magazine shall be included in Vital Information and the International Directory effective with the 1986-87 editions.

5. Past international presidents and past international directors shall receive all LCIF report mailings; and copies of Vital Information and the International Constitution and By-Laws yearly.

N. LETTERHEADS/STATIONERY

1. Listing of the names of administrative officers after names of the directors on letterheads is approved.

2. Special stationery, with gold emblem shall be provided for officers and past international presidents only.

3. Staff shall produce stationery for all members of the International Board of Directors, including appointees, of a uniform design.

O. NEWSLETTER

A newsletter called the E-newsletter, to include stories of interest to Lion leaders at all levels, shall be published monthly on the association’s web site.
P. PRESIDENT’S MANUAL

1. A listing of available publications, of value to a Lions club and incoming president, is to be made a part of the President’s Manual.

2. An index of available publications, updated annually, shall be included in the district governors’ and presidents’ manuals and other appropriate publications.

3. In those countries and/or areas where the section of the President’s Book under the heading “tail twister” is objectionable, this section may be removed upon authorized request, approved by the international director and the council of governors of the geographical area involved.

Q. CONSTITUTIONS

1. Listing of the names of administrative officers after the board in the constitution and by-laws is approved.

2. The Standard Form Constitution and By-Laws shall be made available by the international office in Oak Brook or other approved location in the official languages.

3. Official materials, including the constitution and by-laws, both standard form and international may be printed in Brazil, Japan and India; the international office shall prepare printers templates in Oak Brook and the printer in those countries shall simply print from them without any alterations whatsoever.

R. CERTIFICATES OF ELECTION

Certificates of election shall be issued to international directors.

S. TELEPHONE NUMBER OF CLUBS

In all Lions publications, individual clubs shall be encouraged to list existing telephone numbers of the club office or meeting place in the local directory.

T. MESSAGES, GREETINGS, ETC. FROM EMPLOYEES

No messages, articles, greetings and the like shall be furnished by any employee of the association for use in magazines, bulletins, papers or publications of any type, except with the permission of the Executive Committee.
U. MAILING OF INFORMATION AFFECTING THE OPERATION OF CLUBS, DISTRICTS AND FIELD OPERATIONS

Mailing of information affecting the operation of clubs, districts and field operations to club presidents and district governors shall also be mailed to multiple district secretaries, multiple district council chairpersons, international officers, directors and past international presidents. Such mailing shall continue to past international directors for a period of five years following their term of office and also to the two most recent past international directors in every district eligible to represent Lions Clubs International at district and multiple district functions.

V. INTERNATIONAL RELATIONS/YOUTH EXCHANGE DIRECTORY

A copy of the IR/YE Directory shall be provided to every board member, in addition to the international relations and youth exchange chairpersons.

W. STYLISTIC GUIDELINES FOR CULTURAL RELEVANCY

The following guidelines shall be followed for official Lions Clubs International publications and program materials. All documents should:

- Be written from an international perspective and reflect the principles embodied in the Lions Objects, Mission and Code of Ethics
- Be suggestive rather than directive in tone
- Employ a professional yet friendly style
- Respect the reader and avoid patronizing or condescending language
- Use universally understood references to weights, measures and time
- Recognize differences in terminology to describe scholastic levels and geographic subdivisions
- Use clear, standard, literal language; avoid jargon, slang, figures of speech, colloquialisms and idioms, which may be commonplace to some but unfamiliar to other speakers of a language
- Be balanced and representative in the use of citations and examples, using statistics, references and illustrations from different countries
- Consider cultural implications in the use of graphics and other types of pictorial designs
• Avoid terms such as “foreign,” “overseas” and “non-US” when the reference is to Lions in other countries.
CHAPTER XXI
SPEAKING ENGAGEMENTS, TRAVEL RULES AND REIMBURSEMENT

This policy applies to current members of the international board, past international presidents, past international directors and eligible past district governors, who incur travel expenses paid by Lions Clubs International.

A. AUTHORIZED MEETINGS

The association provides expense reimbursement for executive officers, international directors, past international presidents and past international directors representing the association at authorized meetings.

1. Authorized Speaking Assignments Within Constitutional Areas but outside their respective single or multiple districts

- Each district (single, sub- and multiple) shall be allowed one official speaker for its convention or similar district-wide function. In the event sub-district conventions are held in conjunction with the multiple district convention, only one official speaker is authorized. A single or a multiple district, inclusive of all its sub-districts, may extend an invitation to one executive officer per year. Special circumstances, which require visitation by more than one executive officer, may be authorized with the approval from the international president.
- The official speaker shall reside within the respective constitutional area. Assignments outside the constitutional area may be allowed subject to approval of the international president and within the respective speaker’s mileage budget.
- Speakers elected from and residing in the USA or its affiliates, Bermuda, Bahamas or Canada, shall be permitted to travel in both constitutional areas.
- Transportation cost for official speaking engagements will be charged to the speaker’s mileage budget.

a. Invitation Procedure

(1) A district (single, sub- or multiple) may extend an invitation directly to a prospective speaker for an authorized meeting. The international president may authorize exceptions to the invitation protocol. Eligible speakers, elected from and residing in the constitutional area from which the invitation is made shall be approved according to the following order of precedence:

i. International President: The international president may travel to any Lions function in the world, provided that the expense falls within his budget. Such functions should be representative of the entire district (single or multiple).

ii. Other Executive Officers: The immediate past international president and the international vice presidents may travel to authorized meetings and
other Lions functions within the limits of their respective constitutional areas. Travel to a Lions function outside of their respective constitutional areas should be within their respective budget and is subject to advance review and approval of the international president.

iii. Any international director or, if none available, then,

iv. Any past international president or past international director or, if none available, then,

v. A past district governor residing in the single or multiple districts in which the meeting is to be held.

(2) Upon request, the Travel Department shall provide a list of eligible speakers who are available, subject to the above order of precedence.

(3) A speaker request form must be completed and given to the Travel Department at least sixty (60) days prior to the meeting. This sixty (60) day requirement shall be waived for substitute speakers and for the second vice president and first year directors for functions occurring in July, August and September.

(4) Once the speaker selection is made, the Travel Department shall confirm the speaker’s acceptance of the invitation.

(5) Districts are encouraged to hold conventions Friday through Sunday to reduce travel expenses.

(6) The Travel Department shall send an acknowledgement of all invitations received to the individual initiating the invitation and the speaker.

b. Speaker Responsibilities

(1) General Responsibilities and Purpose

To ensure meeting attendees receive significant benefit from having an official speaker, the primary purpose of an official speaker shall be to encourage membership growth and to promote and raise awareness to relevant and especially more recent association programs, policies, and achievements including LCIF and its programs and mission accomplishments. The speaker is encouraged to relate such topics in a way that can benefit, improve or inspire local clubs and districts hosting the meeting. Travel reimbursement and/or future speaking assignments may not be approved if a speaker presents on programs not affiliated with the association.
(2) **Discussion Meeting**

The host council as part of the official visit shall arrange a discussion meeting between the speaker and district leaders. The purpose of this meeting shall be:

i. To provide the speaker with an opportunity to inform the district leaders of recent developments at Lions Clubs International.

ii. To enable the district leaders to convey information about Lionism within the district, discuss ideas, solve problems, etc.

iii. To provide for a close personal exchange on any matters relating to Lionism.

(3) **Visitation Form**

All official speakers for whom Lions Clubs International provides reimbursement of travel expenses are required to submit a visitation form.

A completed visitation form must be included with your expense claim for reimbursement. No reimbursement will be made without such report.

c. **District Obligations**

The host district shall be responsible for payment of hotel, meals and local transportation expenses for the official speaker. Districts failing to meet these obligations shall be ineligible for future speakers until such debts are paid.

In the event that the speaker is eligible for a day of rest, hotel and meals will be reimbursed as provided under General Reimbursement Policy.

d. **Mileage Budget**

(1) International directors shall receive a 40,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. The international president may approve an additional 10,000 miles in special circumstances. For large geographical areas, the international president may authorize an additional 20,000 miles.

International directors shall be eligible upon invitation to attend single district or multiple district council meetings outside their respective single or multiple district, but within their own constitutional area and within their 40,000-mile budget, where there is no director, or when special circumstances require it. A copy of the invitation letter or a speaker request form must be received with the claim in order for payment to be made for the expenses incurred.

(2) Past international presidents shall receive a 40,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. For
special circumstances the international president shall have the authority to approve up to 10,000 additional miles.

Past international presidents may be approved as the official speaker in an adjacent multiple district regardless of the availability of a sitting director. The cost will be charged against their mileage budget.

(3) Past international directors shall receive a 10,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. For special circumstances the international president shall have the authority to approve up to 5,000 additional miles.

Past international directors may be approved as the official speaker in an adjacent multiple district regardless of the availability of a sitting director. The cost will be charged against their mileage budget.

(4) In the event that a past district governor is the speaker the association will reimburse based on actual cost incurred.

e. **Incidental Costs**

Travelers will be reimbursed for reasonable incidental travel costs, such as laundry, telephone, tips, valet service, and meals. Such costs must be itemized on the expense report form and receipts must be attached when applicable or when the cost is greater than US$25, unless otherwise required by local regulations.

f. **Gift Allowance**

When an international director, past international president or past international director is assigned to travel to a function outside his single or multiple district and is expected to present a gift at such function, he shall been titled to reimbursement for the actual expense of any such gift up to the cost of US$50. Receipts are required.

2. **District (single, sub- or multiple) Functions, excluding official speaking assignments**

a. **Authorization**

No prior authorization from the international office is necessary to accept a speaking engagement within the single or multiple districts from which the speaker was elected and residing in. The cost of attending a district function will be charged against the budget.

b. **Eligible Speakers**

Speakers shall be invited to (single, sub- or multiple) speaking assignments within their district according to the following order of precedence:
(1) International directors and past international presidents may be eligible to attend functions held in their respective single or multiple districts, when the expenses fall within their respective budgets.

(2) Eligible Past International Directors

i. The two most recent past international directors elected from the multiple district shall be eligible to accept invitations for events held within their district. For multiple districts comprising large geographical areas, the international president may approve additional past international directors for eligibility.

ii. Multiple districts with membership in excess of 20,000 (as of the previous April 30th Cumulative Report) shall have the three most recent past international directors as eligible speakers.

iii. Multiple districts with membership in excess of 30,000 (as of the previous April 30th Cumulative Report) shall have the four most recent past international directors as eligible speakers.

iv. Multiple districts with membership in excess of 40,000 (as of the previous April 30th Cumulative Report) shall have the five most recent past international directors as eligible speakers.

v. In the event an eligible past international director does not use his in-district budget in any given year, any other past international director from the same multiple district, not currently eligible to receive a budget, may apply on an annual basis to International Headquarters to assume that budget. Any such application must be accompanied by a letter of approval, signed by the past international director who is relinquishing his budget and any intermediate past international directors. If any such approval is withheld, the International President at his discretion may authorize the application for budget reassignment for his presidential year.

B. AREA FORUMS

1. Area forums shall be recognized by Lions Clubs International for the purposes of:

   a. promoting the principles and objectives of Lions Clubs International;
   b. training, educating and motivating district and club officers;
   c. providing for exchange of information and discussion of service activities, including opportunities for cooperative service projects;
   d. advancing the interests of the Lions Clubs International Foundation.
2. Forums dates shall be coordinated with the Travel Department prior to confirming the forum date and location to avoid conflict with international board meetings for future years.

Requested area forum time preference shall be:

- USA/Canada – Second or third full week in September
- EUROPA – Last full week in October through first full week in November
- OSEAL – Second or third full week in November
- ISAAAME – Second or third full week in December
- FOLAC – Second or third full week in January
- ANZI-pacific – Last full week in August or the first full week in September

3. Forum conduct and operation, including, but not restricted to, planning, agenda, and program content, is the responsibility of the elected members of the board of directors from the constitutional area in which the forum is to be held. These board members may delegate the forum operation to such committee(s) as are necessary, but shall be responsible to see that the purpose of the board policy are carried out. If more than one first-year international director is serving from the constitutional area in which the forum is to be held, the international president shall appoint a first-year international director to serve on the planning committee. In the event there is no first-year international director from the constitutional area in which the forum is to be held, the international president may appoint any past international director from the constitutional area in which the forum is to be held. Any irregularities should be reported to the Executive Committee of Lions Clubs International so that action may be taken to carry out the intent of this policy. The appointee shall perform the liaison duties listed below:

a. The appointee shall be the liaison between the headquarters staff and the forum chairperson. Requests for meeting space or time to make a presentation should be sent to the liaison for approval by the forum committee.

b. The appointee shall be the liaison between the directors from his constitutional area and the forum committee. He shall keep the directors informed in writing on the details of the forum, including any requests for their participation.

c. The appointee shall provide to the Forum Planning Committee the Lions Clubs International Protocol as outlined in Chapter XX Board Policy Manual to ensure all items are addressed.

d. Each forum should have a mission statement and the appointee should work with the forum chairperson to update as necessary.

e. The appointee will work with the staff in the Travel Department of Lions Clubs International to ensure all available information is received for the visit of the officers, directors and board appointees. The appointee also should ensure the staff has the dates for all future forums when available to allow the officers to plan their travel for future years as well.

f. The appointee shall make a written report to the board during the board meeting immediately following the forum. The report should be a synopsis of the events of the forum and what role the officers and directors from that area had in the forum. A
copy of the report should be submitted to the executive administrator’s office as soon as possible after the forum to allow time for the report to be translated for the board members.

4. All forums shall be financially self-supporting and any deficiency shall be the sole responsibility of said forum. Each forum shall have the authority to collect registration fees in an appropriate amount.

5. All Lions in the constitutional area in which the forum is to be held shall be invited to participate.

6. The forums shall be held in a place where all members of Lions clubs in the constitutional area may freely register and have their districts and countries recognized.

7. The president of Lions Clubs International shall be invited. The respective forum shall provide for the following for the international president or his designee:

   a. address all Lions in attendance;
   b. address all current district governors in attendance, in a separate meeting.

8. A Lion of the president’s choice shall present the program and goals of the international president at each forum.

9. The forum shall provide a one bedroom suite and meals for the international president or his designee. Meals and accommodations will be reimbursed by the association and charged to the international president’s travel budget.

10. The immediate past international president and first vice president may attend all area forums. The second and third vice president may attend his/her own area forum. Meals and accommodations will be reimbursed by the association and charged to the officer’s travel budget. [Highlighted changes take effect July 1, 2016]

11. Forums may be organized to include Lions from an adjacent constitutional area.

12. Where multiple districts exist with clubs in two constitutional areas, and one of the constitutional areas does not have a forum, then all Lions from those multiple districts shall be entitled to attend the adjacent forum as full participants.

13. Area forums shall not:

   a. in operation, contravene the International Constitution and By-Laws;
   b. collect dues. However, each forum shall have the authority to collect registration fees in an appropriate amount;
   c. involve participation on other than a voluntary basis;
d. superimpose or create any governing structure over and above the regular district and multiple district organizations;

e. involve themselves in any non-Lionistic activities.

14. Area forums shall involve no expense to Lions Clubs International, except travel related expenses will be provided for international directors, past international presidents, board appointees and presidential appointee (and accompanying adult companion) from the constitutional area in which the forum is held.

The presidential appointee to the respective forum planning committee shall be reimbursed for travel, hotel and meal expenses for one forum-planning meeting.

C. BUDGETS

Reimbursement rules for international directors, past international presidents and eligible past international directors:

1. Each international director, past international president and eligible past international director shall be allowed expense reimbursement for association related needs, including district or multiple district activity. Annual budgets will be based on the following:

   a. International directors will be allowed US$2,200 plus US$.15 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US$3,200 and a maximum of US$9,000.

   b. Past international presidents will be allowed US$10,000.

   c. Eligible past international directors will be allowed US$.12 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US$1,200 and a maximum of US$4,000. See paragraph A.2.b.(2) for a description of eligible past international directors.

1. Upon invitation, an international director, past international president and past international director may attend any Lions related event in an adjacent multiple district at which he is not the official speaker. The expenses will be charged to his in-district budget. A copy of the invitation must be submitted with their expense claim for reimbursement.

D. SPECIAL ASSIGNMENTS

Under unusual circumstances, the international president may designate special assignments and such expenses charged against the special assignment budget. The president-elect will submit a special assignment budget each June. The Finance and Headquarters Operation
Committee shall review expenses charged against this budget at each of its meetings. Allowable expenses shall be charged against the special assignment budget.

E. GENERAL REIMBURSEMENT POLICY

The following general rules and regulations apply to expense accounts submitted, in connection with the foregoing speaker and travel engagements by international directors, past international presidents, eligible past international directors and others serving on the board by appointment. No expenses, except those specifically covered in these reimbursement rules may be charged in the name of the individual traveling on behalf of the association, nor billed to or paid by the association. Travelers are expected to spend association funds prudently and plan appropriately so costs do not exceed budgetary limitations. It is the traveler’s responsibility to report his or her actual travel expenses in accordance with the regulations set forth in this policy.

a. Expense claims should be submitted to the Accounting Department monthly, by the 20th of the following month. Claims shall be submitted within 60 days. The international president may approve claims up to US$1,000 after the 60 day deadline for a period of one year.

FY 2014-15

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(1) To obtain reimbursement for association related travel expenses the traveler must submit an official association expense claim form.
(2) Original receipts are required for expenses of US$25 or greater, unless otherwise required by local regulations.

(3) A completed visitation form must be included with your expense claim for reimbursement related to official speaking assignments.

(4) Your travel itinerary, proof of payment and any other documentation provided by the carrier are required for reimbursement.

b. Transportation by Air

Travel arrangements should be made through the association’s preferred travel agent. In the event the association does not have a local travel agent, the traveler 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. No more than two executive officers or two administrative officers shall travel on the same flight.

Travelers will be reimbursed for the following class of service:

(1) Members of the international board and an accompanying adult companion shall be authorized to fly coach-economy class. Business class travel is authorized when total flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights.

(2) Past international presidents and an accompanying adult companion shall be authorized to fly business class. An upgrade allowance is available for round trip travel exceeding ten hours, not including time on the ground for connecting flights. The allowance will be the difference from the actual ticket cost less the lowest available business class fare and subject to applicable tax reporting and treatment.

(3) Administrative officers and an accompanying adult companion shall be authorized to fly coach-economy class. Business class travel is authorized when total flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights.

- Airfare will be reimbursed based on actual costs.
- Ticket change fees are reimbursed if required and authorized in advance by the association.
- Electronic tickets are to be used when available.
- Airline tickets should be procured at least 14 days in advance in order to obtain any discounts offered by the carrier or negotiated by the association.
- Use of personal aircraft requires the advanced approval of the association.
- When travel includes a connection of six hours or more, the traveler is permitted one hotel room night. One night hotel (see E.h.) and meal expenses will be reimbursed. The traveler is also entitled to one room night if the traveler experiences a delay or a canceled flight that results in an additional six hours or more of layover time.
c. **Other Forms of Transportation**
   Rail or bus transportation may be used when convenient and it is the least costly transportation available. Advance approval should be obtained to ensure reimbursement of expenditures. Taxicabs will be reimbursed for actual expenses incurred, including tips.

d. **Automobile Travel**
   The standard mileage reimbursement rate is US$.50 per mile (US$.31 per kilometer), which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

   A traveler may drive when convenient and it is the least costly transportation available. The cost of meals, lodging, parking, mileage, tolls, taxis, ferries and transportation costs incurred while in transit may be reimbursed, if such costs do not exceed the cost of round trip airfare, based on the authorized class of service. Advance approval should be obtained to ensure reimbursement of expenditures.

e. **Rental Cars**
   Car rental services may be used when the total cost is less than or equivalent to other means of transportation. Cost includes rental, gasoline, tolls, parking and other related expenses. Such costs shall not exceed the cost of round trip airfare, based on the authorized class of service and round-trip cost to/from airports. Advance reservations should be made whenever possible and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip and for purchasing comprehensive physical damage coverage (usually referred to as “Loss Damage Waiver (LDW)” from the rental company. Any loss or damage to the rental vehicle is the traveler’s personal responsibility, as the association will not reimburse a traveler or rental company for such an expense.

f. **Day of Rest for Extended Travel**
   When traveling to a speaking assignment, board meeting or international convention and flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights, travelers are allowed a day of rest at the site of the meeting. One-night hotel (see E.h.) and meal expenses will be reimbursed.

g. **Companion Transportation and Transportation of Other Family Members**
   The transportation expenses of an accompanying adult companion shall be reimbursed according to the preceding paragraphs only when the trip is categorized as being in the interest of Lions Clubs International. This is construed to mean travel in connection with invitations to speaking engagements, board meetings, international conventions and other authorized trips specified as important and meaningful for the adult companion to attend. Reimbursement will be limited to an adult companion.

h. **Hotel**
   The cost of a double room shall be reimbursed when paid for by international directors, past international presidents and eligible past international directors.
International directors and past international presidents shall be reimbursed the cost of a one-bedroom suite at his own single or multiple district convention.

i. **Meals**
   Reimbursement will be made for the actual amount spent, excluding alcoholic beverages. The cost of each meal is to be listed on the appropriate provided association form. For meals where reimbursement is requested for guests, their names are to be listed on the expense claim form or on the attach receipt. Itemize receipts shall be required for all meal expenses.

j. **Personal Expenses**
   Should the association pay for expenses that are personal to an officer, international directors, past international presidents, eligible past international directors and others serving on the board by appointment, the Lion shall be billed. Payment shall be deducted against any outstanding expense claims. In the event the traveler does not have outstanding claims, a bill for the personal expenses will be issued. All personal expenses are to be paid within 30 days of the date billed.

k. **Reimbursable Expenses**
   Reimbursement of expenses will be provided for the following items when accompanied by appropriate documentation unless specified otherwise.

   (1) **Transportation**
      - Airfare
      - Airport Tax
      - Parking
      - Train fare
      - Bus fare
      - Taxi
      - Car Rental
      - Mileage
      - Tolls
      - Ferry

   (2) **Meals & Lodging**

   (3) **Forums**
      Transportation will be provided only for international directors, past international presidents and board appointees (and accompanying adult companion) from the constitutional area in which the forum is held.

   (4) **Other**
      - Tips
      - Laundry
      - Bank fees
      - Visa charges
• Passport photographs
• Excess baggage
• Registration
• Hospitality books
• Meeting room rentals
• Audio/visual rental
• Telephone & fax
• Internet
• Postage/courier
• Office supplies
• Printed matter (stationary, business cards, & copies)

1. **Non Reimbursable Expenses**
   The following expenses will not be reimbursed.
   • Ticket change fees if not authorized in advance
   • Alcoholic beverages
   • Hotel fitness and recreational facilities
   • Hotel movie rentals
   • Entertainment expenses
   • Beauty salon services
   • Greeting cards & personalized cards
   • Banners

F. **INSURANCE**

1. **Medical**
   The association provides each director with travel medical insurance which provides protection during travel on Lions business when the board member is outside of his country of residence. A summary description of the plan coverage and additional information is available from the Legal Division.

2. **Accidental Death and Dismemberment Insurance**
   The executive officers; international directors; members serving on committees of the Board are provided worldwide coverage for accidental death or dismemberment while traveling on behalf of the association. A summary description of the plan coverage and additional information is available from the Legal Division.

G. **NEW DIRECTOR ORIENTATION**

Each newly elected international director shall be reimbursed for the expense of travel and lodging in accordance with the General Reimbursement Policy, for a visit to the international headquarters in Oak Brook, Illinois, USA, for orientation purposes. Such visit shall, where possible, be made in connection with some other authorized travel and prior to the
October/November board meeting. The international president shall approve the duration of the visit and any related travel and lodging expense reimbursement

H. COMPANION TRAVEL RESPONSIBILITY AND REIMBURSEMENT

1. An adult companion, other than a legally recognized spouse, accompanying an international director, past international president, past international director, board appointee or official speaker to speaking assignment(s), board meeting(s) or international convention shall require the approval of the international president at the beginning of each year.

2. Travel will be reimbursed according to the General Reimbursement Policy if the adult companion is present at scheduled Lions Clubs International functions and events. Reimbursement will not be provided if the adult companion does not attend scheduled functions and events.
CHAPTER XXII
LEO CLUB PROGRAM

A. STATEMENT OF POLICY OF THE LEO CLUB PROGRAM
BOARD OF DIRECTORS OFFICIALLY SANCTIONING AND IMPLEMENTING YOUTH PROGRAM

1. **A Youth Program** is hereby established as an official activity of Lions Clubs International. It shall be effected and implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

2. **Purpose:** The purpose of this official Youth Program is:
   a. to make available to Lions clubs an activity whereby they may serve the needs of youths in their respective areas;
   b. to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international communities; and
   c. to promote service activities among the youth of the community to develop the individual qualities of LEADERSHIP, EXPERIENCE AND OPPORTUNITY, and to unite its members in friendship, fellowship and mutual understanding.

3. **Name and Emblem:**
   a. The name of the Youth Program shall be Leo Club International Program and all clubs recognized thereunder shall be known as Leo clubs.
   b. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.
   c. The Leo name and emblem are the sole property of Lions Clubs International, and all authority for and obligation with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.
   d. Leo clubs shall adopt names chosen, or approved by the sponsoring Lions club(s) or clubs.
   e. At the initiating club’s option, the title “Castores” may be inserted after the title “Leo” in the Leo club’s formal identification, provided that:
      (1) this option is extended only to Leo clubs in Brazil.
(2) all Leo clubs exercising this option observe and adhere to the standard Leo Club Constitution and all the rules and regulations of the Leo Club Program; and

(3) all such clubs are considered bona fide and fully certified clubs within the Leo Club Program.

4. **Jurisdiction:** The board of directors of Lions Clubs International shall have and does hereby retain all authority, control and supervision over all aspects of the Leo Club International Program, including but not by way of limitation, establishment and implementation of constitutional, organization, procedural and all other operating requirements of said program and methods for enforcement of the same.

5. **Constitution:**

a. The board of directors of Lions Clubs International shall frame, and all Leo clubs shall adopt and be governed by a Standard Leo Club Constitution.

b. All activities, projects, and programs of Leo clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions Clubs International. The Board of Directors of Lions Clubs International, only, shall have power to amend the Standard Leo Club Constitution.

c. Each Leo club may adopt by-laws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions Clubs International. These by-laws and any subsequent amendments shall be subject to the approval of the sponsoring Lions clubs.

6. **Sponsorship:**

a. No youth group or organization shall be recognized as a Leo club by Lions Clubs International unless sponsored by a Lions club. No Lions club may sponsor a Leo club except in accordance with the Leo Club International Program policies established from time to time by the board of directors of Lions Clubs International.

b. A Leo club shall be a “Lions club sponsored affiliation.”

c. The sponsoring Lions club is responsible for the organization, supervision and guidance of the Leo club, which club shall be certified and recognized by Lions Clubs International so long as it operates within the policies established by Lions Clubs International.

d. Where the Leo club is school-based connected, guidance and supervision by the sponsoring Lions club shall be exercised in full cooperation with the school authorities, and be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.
e. Each Leo club shall be sponsored by the Lions club whose territorial limits include, wholly or partially, the district area of the school and/or schools, from which the members are drawn. Written authority may be granted by the board of directors of Lions Clubs International to organize a Leo club outside the territorial limits of the sponsoring Lions club.

f. Two or more Lions clubs may jointly sponsor a Leo club upon written approval of the Lions district governor and/or International Board of Directors where it is shown that the best interest of the district will be served. Membership is open to the entire territorial limits of all jointly sponsoring Lions clubs. Artificial divisions of single student bodies will be avoided. All sponsoring Lions clubs will have equal representation on the Advisory Committee. However, only one Lions club must be designated as for liaison with the Lions Clubs International Headquarters., billings, etc.

g. Leo clubs may draw their memberships from student populations or from the community at large, including employed individuals and professionals in training. Leo clubs may be organized within schools, community organizations, churches, and other entities, whether in cities or rural areas.

h. The sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the club’s board of directors.

7. Operating Procedures

a. A Lions club may request from Lions Clubs International a Certificate of Organization of a youth group as a Leo club, upon submission to the international office of necessary information regarding forms containing names and addresses of original members, elected officers elected, and verification of adoption of the Standard Leo Club Constitution by its members.

b. A Certificate of Organization signed by the international president shall be forwarded to the sponsoring Lions club president for formal presentation to the president of the Leo club at an appropriately planned meeting.

c. Thereafter, on the first day of July each year, the sponsoring Lions club shall be billed by send remittance to cover the annual payment due to Lions Clubs International. Likewise, the Leo club secretary, under the supervision of the Leo club advisor, shall submit to the international office an up-to-date membership report which includes Leo officers and members (with a copy to the sponsoring Lions club and the district Leo club chairperson), on or before the first day of July each year. The annual membership report form shall be made available mailed from the international office to the sponsoring Lions club president for distribution to the Leo club advisor and the Leo club via MyLCI secretary. It is the responsibility of the sponsoring Lions club
president to ensure that the report is completed and submitted to the international office by the deadline date specified.

d. The Leo club may, through the sponsoring Lions club, secure for its Leo club members various items bearing the Leo club emblem from LCI Club Supplies. Such purchases may be shipped and billed to the Lions club’s account or paid via one of the payment methods offered by LCI Club Supplies. Reimbursement to the Lions club may be made by the Leo club members through its regular procedure for handling such administrative funds.

e. District and multiple district Leo club chairpersons shall prepare an annual report on Leo district or multiple district organizations in their areas respectively and submit it to the international office no later than July 1 of each fiscal year. This report where appropriate shall list the Leo clubs constituting the approved Leo district or multiple district and specify the names of the duly elected Leo district and multiple district officers. The report form shall be made available mailed from the international office to district governors and appropriate multiple district council chairpersons. It shall be the responsibility of the district governor and the council chairpersons where appropriate to ensure that the report is completed and submitted by the deadline date specified.

f. The name and contact information address of the Leo club advisor of each Leo club shall be reported to the international office annually.

g. International Club Twinning shall be adopted as an activity of the Leo Club Program.

h. The position of multiple district Leo club chairperson shall be recommended in those multiple districts where the Leo club program exists.

i. The Leo Club Certificate of Organization shall show the endorsements of the international president, secretary of the association and the president of the sponsoring Lions club.

j. At time of certification, or when there is a change or a confirmation of club status, each Leo club shall declare itself as an Alpha Leo club or an Omega Leo club by notifying the Leo Club Program Department at International Headquarters.

8. Finances

a. Lions Clubs International recognizes the importance of providing a suitable level of resources and support to Leo clubs and sponsoring Lions clubs throughout the association’s constitutional areas. In order to maintain the resources and support necessary for the ongoing growth and development of the Leo Club Program, the association issues an annual Leo levy/fee to all Lions clubs that sponsor an active Leo club. The rate of the annual Leo levy is periodically reviewed by the Service Activities Committee to ensure that the amount being billed is adequate to maintain
pace with the ongoing growth and development of the Leo Club Program. Such reviews may, from time to time, result in an increase of the annual Leo levy.

b. Each Lions club sponsoring a Leo club shall receive a flat annual billing of US$100.00. Payment of this levy may be made in US dollars or its equivalent in the respective national currency.

c. The Leo club levy may be paid from the sponsoring Lions club’s undesignated activity account.

d. Credit for a terminated Leo club shall be given only if a signed Leo Club Termination Form from the sponsoring Lions club, addressed to the Leo Club Program Department at International Headquarters, is received by October 31. Credit shall be given only for the current fiscal year.

e. No part of the expenses of the Leo club officers or meetings of Leo clubs or groups of Leo clubs shall be paid by Lions Clubs International. However, when an International Leo Forum is authorized by the board, the necessary budget for incidental expenses such as promotion, visual aids, luncheon, etc., may be provided.

f. Costs involved in arranging any meetings of Leo clubs or groups of Leo clubs should be kept as low as possible, consistent with effective meetings and meaningful programs.

g. It is the responsibility of the Leo club’s membership to raise the funds necessary to carry out the program of the club.

h. Lions club(s) sponsoring Leo club(s) should not contribute more than occasional or incidental financial assistance to such Leo clubs.

i. Leo clubs shall not make solicitations for financial assistance from Lions clubs or from other Leo clubs.

j. Leo clubs shall not solicit individuals, businesses or organizations in their respective communities for any purpose, without giving something of value in return.

k. Any dues or assessments on the membership of any Leo club should be nominal and should be only for the purpose of covering the cost of administering the club; generally speaking, funds for activities and projects undertaken by Leo clubs should be raised by such clubs apart from such dues or assessments.

l. Lions clubs and Lions district conventions inviting members of Leo clubs to participate in the programs of such clubs and conventions and/or conferences shall subscribe to sufficient accident insurance to protect the Lions club or district convention against any possible legal or moral obligation.
m. An organization fee in the amount of US$100.00 shall be required for all new Leo clubs and billed to the sponsoring Lions club. The fee may be paid from either the Lions club’s administrative account or from the Lions club’s undesignated activity account.

9. Sanctions

a. A member of a Leo club shall relinquish all rights and privileges pertaining to membership therein, including the right to wear and display the Leo club emblem when:

- He/she ceases to be a member, or
- His/her club ceases to function, or
- He/she reaches an age one year greater than the maximum age limit, or
- He/she ceases to be a member in good standing.

LEO CLUB TERMINATION PROCEDURE

To officially cancel a Leo club, a sponsoring Lions club shall follow these procedures:

(1) In instances where a sponsoring Lions club is considering cancelling its Leo club, the matter shall be brought before the Lions club’s membership at a regular meeting. If a simple majority of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit a Leo Club Termination Form to the Leo Club Program Department at International Headquarters. After receipt of the termination form, the international office shall then process cancellation of the Leo club.

(2) A minimum of 30 days prior to the sponsoring Lions club vote to determine if its sponsored Leo club will be cancelled, the district governor shall be informed by an officer of the sponsoring Lions club in writing of the club’s intent to cancel the Leo club.

b. A Leo club shall be terminated:

Upon determination of its membership, or

By withdrawal of sponsorship by its sponsoring Lions club, or

By withdrawal of recognition by Lions Clubs International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause.
(1) PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION

When a Lions club wishes to cancel its Leo club without the agreement of the Leo club members, the Lions club shall give the Leo club ninety (90) days’ notice along with a written report listing reasons for cancellation. A copy of this report shall be sent to the following officers:

(a) Leo club advisor
(b) district Leo club chairperson
(c) multiple district Leo club chairperson (if any)
(d) Leo district president or associate district Leo club chairperson (if any)
(e) Leo multiple district president (if any)
(f) District governor

The sponsoring Lions club’s board of directors shall allow the above-named officers an opportunity to become acquainted with the situation and to consult with them. The district cabinet, when reviewing the question, shall give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If problems cannot be resolved through the intervention of district officers within the ninety-day period, the matter shall be brought before the Lions club’s membership at a regular meeting. If two-thirds of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit the Leo Club Termination Form (Leo-86) to the international office, with copies to the above-named officers, as applicable. After receipt of the report, the international office shall then process cancellation of the Leo club.

c. The International Board of Directors, as a matter of policy, shall not allow any individual or organization, except Lions Clubs International, to circularize Leo clubs for any purpose.

d. A Leo club whose sponsoring Lions club has been cancelled shall have a 180 day grace period in which to find a new sponsoring Lions club and avoid termination.

10. Awards.
a. Attendance awards shall be designed for Leos to be presented to the Leos by the sponsoring Lions club. The same shall be a catalog item to be purchased by the sponsoring club.

b. The present attendance tab which is sold by the Club Supplies and Distribution Division for use with regular Lions lapel buttons shall also be sold to the Lions clubs to be given to Leo members and used with Leo club lapel pins.

c. Leo Extension Award Certificates, signed by the Lions Clubs International president, shall be issued, one to the president and one to the advisor from the sponsoring Lions club, upon reporting of each new Leo club.

d. A Leo Award of Honor shall be instituted, to be given by Leo clubs to an individual club member for outstanding service, and shall be made available as a catalog sale item.

e. Leo Club Excellence Award

The guidelines governing this award shall be as follows (Note: unless otherwise stated, the district governor referred to in these criteria shall be that district governor in office during the fiscal year for which the award is sought.):

(1) **Eligibility**: Each district shall be allowed to nominate one Leo club for the award each year. The nomination must be made by the district governor and endorsed by the district Leo club chairperson.

(2) **Application form**: An application form for this award will be made available to each district governor. This form is to be completed by the district governor and endorsed by the district Leo club chairperson. It should be submitted along with a detailed written report of the nominated Leo club.

(3) **Criteria**: Leo clubs considered for this award shall be judged for excellence in the following categories:

(a) **Service to others**: A Leo club should be both persevering and creative in seeking opportunities for service within its community.

(b) **Fundraising techniques**: Special emphasis shall be given to creativity in this area, as well as adaptability of fundraising ideas by other clubs.

(c) **Leadership**: Effective leadership by club officers in planning, organizing, and implementing club projects and in maintaining an active membership shall be considered.
(d) **Public relations**: This category challenges Leo clubs to enhance their public image by publicizing their activities through the news media and other avenues.

(e) **Club administration**: This item covers communications with the international office, including submission of the Annual Officers officer and membership reports (Leo-72).

(4) **Deadline**: A detailed written report along with the completed application form must be received by the international office (300 22nd Street, Oak Brook, Illinois 60523-8842 USA) no later than August 15 immediately following the close of the fiscal year for which the application is submitted.

(5) **Use of reports**: The information provided in the reports of nominated Leo clubs will be considered for publication in Lion Magazine and Leo program publications. Photographs and slides submitted will be retained by the international office as part of the formal application.

(6) **Type of Award**: An embroidered banner patch and chevron, bearing the fiscal year for which the award is granted, will be sent to the current president of the sponsoring Lions club for presentation by the highest ranking Lions officer available.

### f. 100% Leo Club President’s Award

(1) The 100% Leo Club President’s Award shall be presented by Lions Clubs International to all qualified Leo club presidents. The requirements shall be:

(a) The Leo club shall comply with the Standard Leo Club Constitution and the policies of the International Board of Directors, and shall refrain from any action encouraging unauthorized use of the name, good will, emblem, and other insignias of the association.

(b) The Leo club shall show a net increase in active membership for the fiscal year. (Net increase is not affected by transferred, deceased, or at-large members.)

or

The Leo club president must have personally sponsored one or more new members into the Leo club prior to the end of the fiscal year.

(c) The Leo club must have conducted at least one major service activity. This may be a joint community project with the sponsoring Lions club.
(d) The Leo club must have conducted at least one major fundraising project with substantial membership participation. This may be a joint community project with the sponsoring Lions club.

(e) New club officers must have been reported to the international office on the Annual Membership Report or reasonable facsimile by July 1.

(f) The Leo club president must certify that all new members have been properly indoctrinated and assigned to a working activity or service committee.

(g) The Leo club president must have been recommended by the Leo club advisor to the sponsoring Lions club president who shall certify the Leo club president has met all the requirements therefore.

(2) Founding presidents of Leo clubs certified during the first six months of the fiscal year shall be eligible.

g. Leo Club Anniversary Award

This award shall be presented by Lions Clubs International to Leo clubs which have achieved the fifth and tenth anniversaries, and anniversaries in multiples of five thereafter, of their certification by the international office. To be eligible Leo clubs must have been in continuous existence since the time of their certification. Leo clubs, which had been terminated and were later reorganized shall qualify as of their most recent certification date.

h. Leo Club Advisors’ Outstanding Service Award

An Outstanding Service Award shall be issued by Lions Clubs International to Leo club advisors, subject to the following requirements:

(1) The Leo club must have complied with the Standard Leo Club Constitution and the policies of Lions Clubs International and shall have refrained from any action encouraging unauthorized use of the name, good will, emblem, or insignias of the association.

(2) The advisor must have:

   (a) prepared and implemented an on-going leadership development program for members of the Leo club, and guided Leo club officers in fulfilling their leadership functions.

   (b) motivated Leo club members to be service-minded and to promote fellowship.

   (c) regularly attended Leo club meetings, fostered a healthy rapport and communication between the Leos and the sponsoring Lions club, and kept
Lions club members informed on the status and progress of the Leo club through regular reports.

(d) actively assisted the Leo club in conducting major service and fundraising projects.

(e) demonstrated ability to listen to young people, identify their needs and interests, and given constructive advice and encouragement.

(f) promoted the Leo club’s participation in district activities or in activities with other Leo clubs.

(3) Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

Leo Club Chairperson Achievement Award

(1) Eligibility: To be eligible a Lion must have served as the officially appointed district or multiple district Leo club chairperson during the immediate past fiscal year.

(2) Award Criteria: To earn this award, the nominee must meet criteria in each of the following categories:

(a) Extension: There must be a net increase of at least one (1) Leo club in the district at the end of the fiscal year. If the candidate is a multiple district chairperson, there must be a net increase of at least two (2) Leo clubs in the multiple district. To count for the net increase, new Leo clubs must be officially certified by the international office no later than June 30 of the fiscal year for which the Lion is nominated.

(b) Leadership Development: The candidate must have conducted a successful Leo leadership development workshop in the district for Leo club advisors and Leo officers. Multiple district chairperson candidates must have conducted a leadership development workshop for the Leo club chairperson of the sub-districts.

(c) District Leo Activities: The candidate must have either served successfully as a liaison with a Leo district or Leo multiple district council or organized meetings, activities, or contests among the Leo clubs within a district or multiple district where no Leo council has been established.

(d) Administration: The candidate must have submitted completed Leo district or Leo multiple district reports to the international office as required.
(e) **Promotion:** The candidate must have accomplished one of the following:
- visited at least five (5) different Lions clubs to promote the Leo club program
- conducted a Leo seminar or forum at the district (or multiple district) convention.
- conducted a “Leo Week” in the district (or multiple district) to promote awareness of Leo clubs.

Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

j. **100% Leo District President Award Certificate**

**Award Criteria:** To earn this award, the Leo district president must meet the following requirements:

1. The Leo district president and the Leo district council shall have complied with the Standard Leo District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.

2. The Leo district president, in collaboration with the district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the district.

3. The names of newly elected presidents of all Leo clubs in the district must be reported to the international office by the deadline specified. May 15. Form Leo-72 or a reasonable facsimile should be used.

4. The Leo district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the district.

5. The district Leo conference, as prescribed by the Standard Leo District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a district wide nature shall likewise be made.

6. The Leo district president shall have accomplished one of the following:
   - A net increase in Leo membership in the district or
   - A net increase of at least one Leo club in the district.

Based on criteria, a certificate shall be awarded by the district Leo club chairperson with approval from the district governor.

k. **100% Leo Multiple District President Award Certificate**
**Award Criteria:** To earn this award, the Leo multiple district president must meet the following requirements:

(1) The Leo multiple district president and the Leo multiple district council shall have complied with the Standard Leo Multiple District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.

(2) The Leo multiple district president, in collaboration with the multiple district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the multiple district.

(3) The names of newly elected presidents of all Leo clubs in the multiple district must be reported to the international office by the deadline specified. May 15. Form Leo-72 or a reasonable facsimile should be used.

(4) The Leo multiple district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the multiple district.

(5) The multiple district Leo conference, as prescribed by the Standard Leo Multiple District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a multiple district wide nature shall likewise be made.

(6) The Leo multiple district president shall have accomplished one of the following:

- A net increase in Leo membership in the multiple district or
- A net increase of at least one Leo club in the multiple district.

Based on criteria, a certificate shall be awarded by the multiple district Leo club chairperson with approval from the council chairperson.

1. **Leos of the Year Award**

   (1) **Eligibility**

   The award shall be available to any current Leo club member who:

   (a) is in good standing;

   (b) meets membership age requirements as provided in the Standard Leo Club Constitution and By-Laws;
(c) is not a previous recipient of the award.

(2) **Criteria**

Consideration shall be given to a Leo club member who has:

(a) demonstrated outstanding leadership skills;

(b) achieved a superior record as a Leo in implementing successful service projects;

(c) made an identifiable contribution to the development and growth of the Leo Club Program;

(d) achieved distinction in community or school activities outside of Leo club commitments;

(e) demonstrated high ethical standards and personal integrity.

(3) **Nominations**

(a) Each multiple district council of governors may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the multiple district. The nomination must be submitted on the official application form for the award. The application must be signed by the multiple district council chairperson in office during the fiscal year in which the nomination is made.

(b) A single district that is not part of a multiple district may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the district. The nomination must be submitted on the official application form for the award. The application form must be signed by the district governor in office during the fiscal year in which the nomination is made.

(4) **Deadline**

Award applications must be received at the International Headquarters no later than April 1 of the fiscal year for which the candidate is nominated.

(5) **Award**

The award shall consist of a medal and neck ribbon featuring the official Leo colors. The medal shall bear the Leo emblem and the inscription, “Leo of the Year,” on the face. The back of the medal shall be engraved with the recipient’s
name and the year the award is given. A congratulatory certificate from the international president will accompany the award.

(6) Recognition

Award recipients shall be named by the International Board of Directors at their final meeting of the fiscal year. The award shall be sent to the council chairperson or district governor, as appropriate, for presentation. Award recipients’ names shall be publicized in the Lion Magazine and other appropriate official publications.

m. Leo October Membership Growth Award

Upon verification of eligibility, an appropriate award shall be issued to any Leo who brings in three or more new members to his or her Leo club during October, Leo Membership Growth Month.

n. Leo Club Extension Award Certificate

(1) District Level: 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 will receive a Leo Club Extension Certificate.

(2) Multiple District Level: 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 will receive a Leo Club Extension Certificate.

o. Top Ten Leo Club Extension Award

(1) District Level: District Leo club chairpersons and Leo district presidents of the ten districts with the highest net growth of new Leo clubs during a Lions fiscal year will receive a Top the gold top Ten Leo Club Extension lapel pin.

(2) Multiple District Level: Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District will also each receive a lapel pin.

p. Leo-Lion Banner Patch Award

Upon verification of eligibility, a banner patch featuring both the Leo club and Lions club logos and the words “Serving Together” shall be issued to the Leo club and its Lions club sponsor for successful completion of joint projects and other types of activities supporting Leo-Lion collaboration.
q. Lions Club Sponsorship Anniversary Award

This award Lions Clubs International shall be presented this award to Lions clubs that have achieved the fifth anniversary of its sponsorship of a Leo club, and sponsorship anniversaries in multiples of five years thereafter. To be eligible, Lions clubs must have continuously sponsored the Leo club since the Leo club’s certification date or since the Lions club’s sponsorship date of the Leo club, whichever is greater.

11. International Leo Forum

An International Leo Forum may be held from time to time in conjunction with the annual Lions International Convention.

12. District Organization Relating to Leo Clubs

a. For purposes of publicizing, promoting, and organizing Leo clubs within their districts, the governors are requested to appoint District Leo Advisory Committees, chosen from the Lion leaders, vice deputy district governors, zone persons, past district governors, and officers of sponsoring Lions clubs. The district governor and district officers serve to advise and assist Lions and Leo clubs, but their authority shall be confined to district matters only. This policy will also apply to the council of governors with respect to multiple district matters.

b. Wherever two or more Leo clubs are conveniently located, they should be encouraged to hold interclub meetings with representatives of the District Leo Advisory Committee present. When circumstances permit, district wide meetings may be held.

c. All meetings shall be arranged at a minimum cost and within the financial means of those participating. No expense of the Leo district organization or its officers shall be paid by Lions Clubs International.

d. All Leo meetings or conferences held beyond multiple district boundaries shall be held either in conjunction with an official Lions event or under the joint sponsorship and jurisdiction of the appropriate Lions districts or multiple districts.

e. Associate District Leo Chairperson

The position of associate district Leo club chairperson is an optional appointment made at the discretion of the Lions district governor in those Lions districts where no Leo district has been officially established. The appointee to this position shall be an active member of a Leo club which is in good standing. His or her primary function shall be to assist the district Leo club chairperson in promoting the Leo program and help when requested in the formation of new Leo clubs. The name and contact information address of the appointed associate district Leo club chairperson shall be
reported to the international office annually. A special lapel tab shall be provided by the international office for each associate district Leo club chairperson reported.

f. Leo Club Chairperson Term of Office

The term of office for the district and multiple district Leo club chairperson shall be three years, assuming continuing fulfillment of responsibilities, and shall be subject to the approval of the subsequent district governors or council of governors and the council chairperson’s signature, respectively.

13. Rules for Leo Attendance Make-up and Credit

a. Absence from a regular meeting of a Leo club may be made up within the time limit of 13 days prior to and 13 days following the date of the meeting missed in any one of the following ways:

(1) Attendance at a meeting of any other Leo club, regular or special;

(2) Attendance at a meeting of the member’s home club’s board of directors;

(3) Attendance at a duly constituted meeting of a standing committee of the member’s home club;

(4) Attendance at any meeting scheduled or sponsored by the member’s own club, including club fundraising and service activities;

(5) Attendance at a Leo district meeting;

(6) Attendance at a Lions Clubs International Convention, a district or multiple district Leo Conference, or any other recognized Leo meeting.

b. A member who is forced to miss a meeting or meetings by reason of illness shall automatically be granted attendance credit for meetings missed upon furnishing acceptable evidence of said illness.

c. A member who is forced to miss meetings as a result of military service, jury duty, or other statutory requirements, shall be given attendance credit for meetings missed. In each case the club board of directors shall decide if credit should be given for the missed meetings.

d. Any Leo who finds it necessary or is assigned to perform occupational duties for an extended period of time in a place from which he/she cannot readily attend a Leo club meeting may, at the discretion of his/her club, be granted credit for meetings missed.

e. Responsibility shall be placed on the Leo club secretary to verify the member has fulfilled attendance requirements.
14. Leo Completion of Service Certificate and Leo Years of Service Transfer Program:

In October 1996, the International Board of Directors approved a special certificate that can be given to any Leo in good standing, who terminates membership in a Leo club, for any reason. The purpose of the certificate is to recognize a Leo’s service to the Leo club and community. To request a Leo Completion of Service Certificate, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International.

Effective September 1, 1997, former Leo club members may include their Leo years of active service in their Lions club membership histories. To receive credit for Leo years of active service, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International. Current and former Leos must have been a Leo for at least one year and one day to receive credit for their Leo years of active service as part of their Lions club membership histories.

15. Leo Months

a. April - Leo Club Awareness Month
b. October – Leo Membership Growth Month

16. Leo Club Program Advisory Panel

The purpose of the Leo Club Program Advisory Panel is to provide Leos and Lions with an opportunity to represent their respective constituents in matters which affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Items which impact the program shall be presented to the Lions Clubs International Board of Directors for consideration and final approval. The panel will be on-going until determined otherwise by the Board of Directors.

a. Composition

The panel shall be comprised of two Lions and two Leos from each constitutional area and the Continent of Africa. Each year one Lion and one Leo from each constitutional area and the Continent of Africa will be selected. Panelists will serve a two-year term.

b. Qualifications

(1) Leos

(a) Candidates shall be current Leo members in good standing in an active Leo club.
(b) Candidates shall meet the Leo Club Program age requirements outlined in the Board Policy Manual.

(c) Candidates shall also be one of the following:

   i. A current or past Leo district or multiple district officer in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.

   ii. A past Leo club officer (president, vice president, secretary or treasurer).

   iii. Candidates must have been reported as officers to the Leo Club Program Department at Lions Clubs International.

(2) Lions

(a) Candidates shall be current Lion members in good standing in an active Lions club.

(b) Candidates shall also be one of the following:

   i. A current district or multiple district Leo chairperson. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.

   ii. A past district or multiple district Leo chairperson. A candidate must have been a district or multiple district Leo chairperson within the two fiscal years prior to the fiscal year for which he/she is being nominated.

   iii. Candidates must have been reported as Leo chairpersons to the Leo Club Program Department at Lions Clubs International.

c. Nominations

(1) Leos

(a) Current and past multiple district Leo officers shall be nominated by the current multiple district Leo chairperson (if applicable) and approved by the current council chairperson. If no multiple district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current council chairperson. Multiple districts may nominate only one Leo candidate per fiscal year.

(b) Current and past district (single district or sub-district) Leo officers shall be nominated by the current district Leo chairperson (if applicable) and approved by the current district governor. If no district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one Leo candidate per fiscal year.
(c) Current and past Leo club officers shall be nominated by their Leo club advisor and sponsoring Lions club president, and then approved by the current district governor. Only one Leo club officer per single district or sub-district may be nominated each fiscal year.

(2) Lions

(a) Current and past multiple district Leo chairpersons shall be nominated and approved by the current council chairperson. Multiple districts may nominate only one candidate per fiscal year.

(b) Current and past district Leo chairpersons shall be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one candidate per fiscal year.

d. Selection Process

(1) Nominations shall be submitted each fiscal year via official nomination form, with required signatures, to the Leo Club Program Department at International Headquarters by the deadline indicated on the official nomination form in use for the fiscal year in which the candidate is being nominated.

(2) The Leo Club Program Department shall review and compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection at the October-November board meeting. In addition, the Service Activities Committee will select one Lion and one Leo from each constitutional area and the Continent of Africa as alternates, in the event a member of the panel is unable to complete the two-year term.
EXHIBIT A

Constitution and By-Laws

The Leo Club of ____________________________

B. STANDARD LEO CLUB CONSTITUTION AND BYLAWS

ARTICLE I
Name

The name of this organization is the Leo Club of ____________________________

ARTICLE II
Purpose

To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship and mutual understanding.

ARTICLE III
Sponsorship

A. This club is sponsored by the Lions Club(s) of ____________________________, but it is not a part thereof, and neither this club nor any of its members has any rights or privileges pertaining to said Lions club(s) or membership therein.

B. The entire operation of this club shall be guided and supervised by the Lions Club of ____________________________. Such guidance and supervision shall be exercised in one of the following ways, the choice to be a joint decision of the sponsoring Lions club(s) and the Leo club.

1. The presence of one or more members of the sponsoring Lions club at every meeting of the Leo club or its board of directors; or
2. By a monthly joint meeting of three representatives of each club, to discuss mutual interests and plans, and to review actions taken by the Leo club and/or its board of directors. In the event of disagreement between the representatives, the ultimate decision shall rest with the sponsoring Lions club; or
3. By submitting for approval within 15 days by Leo club officers a specific report or copy of minutes of any meeting held to the sponsoring club secretary or authorized delegate or representative. The sponsoring club then has the prerogative to call for a meeting between three representatives of the Leo club and three representatives of the sponsoring club to discuss items of mutual interest or plans. In the event of
disagreement between the representatives the ultimate decision shall rest with the sponsoring Lions club.

C. If the operation of this club shall depend, in any way, upon the cooperation of any school officials, then all school policies and regulations as interpreted by such officials shall be faithfully observed by this Leo club and its members.

ARTICLE IV
Projects

A. Subject to the provisions of Article III, this club shall plan and implement, with its own manpower, service projects within its community. Full responsibility for such projects shall rest in this club except where the same is shared in a joint project with another Leo club or other organization.

B. Projects shall be financed with funds raised by this club, provided, however, that no funds shall be solicited from any individual, business or organization in the community without giving something of value in return therefore.

C. This club shall not:

1. Solicit or accept more than occasional financial assistance from the Lions Club of __________ or any member thereof;
2. Solicit financial assistance from any non-sponsoring Lions club;
3. Solicit financial assistance from any other Leo club.

D. No portion of the net income resulting from any financial program in which funds are raised from the public shall be used directly or indirectly to benefit this club or any member thereof.

ARTICLE V
Membership

A. Membership shall be granted in a Leo club to any person who possesses good character, who shall be deemed eligible by the Leo club committee of the sponsoring Lions club or clubs. Wherever the male gender or pronoun presently appears in the Standard Leo Club Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

B. Classes: Membership in this Leo club shall be as follows:

1. Active: A member entitled to all rights and privileges and subject to all obligations which membership in a Leo club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the Leo club and in the Leo district or multiple district of which the club may form part and right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues;
participation in Leo club activities, and conduct reflecting a favorable image of the Leo club in the community.

2. **Member-at-Large:** A member of this Leo club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend Leo club meetings and desires to retain membership in the Leo club, and upon whom the board of directors of the Leo club desires to confer this status. This status shall be reviewed each six months by the board of directors of the Leo club. A member-at-large shall not be eligible to hold office or to vote at Leo district or multiple district conferences but shall pay such dues as the Leo club may require.

3. **Alpha membership:** A member of the Leo club who is 12 years of age to 18 years of age.

4. **Omega membership:** A member of the Leo club who is 18 years of age to 30 years of age.

C. **Termination:** Membership in this Leo club shall cease and terminate automatically upon:

1. Reaching an age one year greater than the maximum age limit.
2. Termination of existence of this Leo club as provided in Article XV.
3. Vote therefore of no less than two-thirds (2/3) of all members in good standing.

D. **Transfer Membership:** This Leo club may grant membership on a transfer basis to a Leo who has terminated or is terminating membership in another Leo club, provided that:

1. A notification letter for transfer of membership is received by the new Leo club, with a copy to the sponsoring Lions club secretary, from the Lions club sponsoring the former Leo club, within six months following the date of termination of membership in the former club;
2. such termination was in good standing; and
3. the age of the transferring member falls within the established age range applying to the new Leo club.

If more than six months have elapsed between termination of membership in a Leo club and application for transfer to another Leo club, an applicant may acquire membership in this Leo club only under the provisions of Section A of this Article V.

E. Each Leo club shall declare itself as either an Alpha Leo club or an Omega Leo club by reporting to the Leo Club Program Department at International Headquarters.

**ARTICLE VI**

**Meetings**
A. Club Meetings:

1. Regular business meetings of this Leo club shall be held no less than twice in each month, and preferably once in each week, at time and places set forth in the by-Laws.
2. The club president may at any time call, or upon written request to him/her by no less than ten (10) members in good standing, a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each member in good standing and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when mailed or sent electronically deposited in the mails and addressed to a member at his/her address as shown on the club records at the time of mailing.
3. Quorum: The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of this club.

B. Board of Directors Meetings:

1. Regular business meetings of the board of directors shall be held at times and places as provided in the bylaws but in no event less than once each month.
2. The president may at any time call, and upon the written request of any members of the board shall call, a special meeting of the board. Such call may be given verbally or in writing but it shall be given to every member thereof, and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when mailed or sent electronically deposited in the mails and addressed to the member at his/her address shown on the club records at the time of mailing.
3. The presence in person of the president or vice president and any three (3) other members of the board shall be necessary for a quorum at any regular or special meeting of the board.
4. Any member of this Leo club in good standing shall have the right to attend any regular or special meeting of the board of directors, but no such member may speak at any board meeting except by consent of the board.

ARTICLE VII

Officers

A. The officers of this Leo club shall be a president, vice president, secretary and treasurer and such other officer(s) as may be provided in the by-Laws. Officers shall be members in good standing and shall serve for a term of one (1) year or until their successors have been elected and qualified. No member may hold two (2) offices simultaneously.

B. The president may not succeed himself in re-election after having served one full term of office.

C. Unless specifically provided otherwise in this constitution, the duties of the officers shall be those assigned to their respective offices under Robert’s Rules of Order, Newly Revised.
ARTICLE VIII
Board of Directors

Subject to the provisions of Article III

A. The control and supervision of the business and affairs of this club shall rest in a board of directors composed of all officers of the club and three (3) directors elected from the members in good standing.

B. The board of directors, through the club officers, shall be responsible for the execution of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.

C. The board of directors shall have general control over all committees and officers, may override the decision or action of any officer, and for good cause, may declare any office vacant and appoint a member in good standing to fill any unexpired term thereof.

D. The board of directors shall present an annual report of its operations to the club membership and to the sponsoring Lions club.

ARTICLE IX
Elections

Elections of officers and directors shall be held at times and in accordance with procedures deemed proper by the _______________________________ Committee of the Lions Club of ____________, but in an election shall a vote greater than a simple majority of the votes cast be necessary for election.

ARTICLE X
Committees

The bylaws shall provide for finance, project and such other standing committees as may be deemed necessary for administration of the club. The president, with the approval of the board, may appoint such special committees as he/she deems necessary from time to time.

ARTICLE XI
Fees and Dues

A. This club shall charge such additional fees and dues as the Lions Club of ___ shall deem proper to meet administrative costs of the Leo club, including the amount of any annual payment due Lions Clubs International by the sponsoring Lions club, which amount may be reimbursed by the Leo club to the sponsoring Lions club.
B. Any member who shall owe this club any monetary obligation at the time of any vote at any regular or special meeting, or at any other time at which the question of good standing is raised, shall automatically forfeit the privilege of voting by virtue thereof and be considered for all purposes as not in good standing so long as said obligations remain unpaid.

ARTICLE XII

By accepting membership herein, each member of this club thereby agrees to uphold and be bound by the provisions of the constitution and bylaws of this club.

ARTICLE XIII

Bylaws

The board of directors of this club shall present, and the members in good standing of this club shall adopt, such bylaws as are deemed necessary to the efficient operation of this club; provided, however, that all such bylaws shall be consistent with the provisions of this constitution. Any bylaws, or amendments thereto or repeal thereof, which shall contravene any provision of this constitution shall be null and void and of no effect.

ARTICLE XIV

Emblem

A. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.

B. The emblem of Leos Clubs International shall be preserved for the exclusive use and benefit of Leo club members. Each member of this club shall be entitled to wear or otherwise display the same in a dignified and appropriate manner during the period of his/her membership. A member shall relinquish such entitlement upon termination of his/her membership or termination of this club.

ARTICLE XV

Duration

A. This Leo club shall cease to exist upon the first to occur of the following:

1. Vote of this club to terminate.
2. Receipt by the Leo Club Program Department at Lions Clubs International Headquarters of notice of withdrawal of sponsorship by the Lions club of ____________ via Leo Club Termination Form.
3. Receipt by the club president or vice-president of written notice of revocation of Certificate of Organization of this club as a Leo club by Lions Clubs International
B. By virtue of termination, provided in Section A, all rights and privileges relating to the Leo name and Leo emblem shall thereon be relinquished and surrendered by this club and its members, individually and collectively.

ARTICLE XVI
Parliamentary Authority

Unless specifically provided otherwise in this constitution all questions of parliamentary procedure in the operations of this club shall be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE XVII
Amendments

This constitution may be amended only by action of the board of directors of Lions Clubs International and all amendments when adopted shall automatically amend and become provisions of this constitution.

ARTICLE XVIII

The fiscal year of this club shall run from July 1 to June 30.

C. SUGGESTED STANDARD LEO CLUB BYLAWS

BYLAWS OF THE ___________ CLUB
OF _______________

ARTICLE I
Elections

A. Election of officers and directors of this club shall be held annually prior to ______________. Those elected shall take office on July 1 following their election.

B. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes cast by the members present and in good standing shall be elected.

ARTICLE II
Fee and Dues

A. Each new member shall pay an admission fee of $__________.
B. Each member shall pay annual dues of $___________.

C. No other assessment of members shall be made for any purpose whatsoever.

**ARTICLE III**

**Committees**

A. The president, with the approval of the board of directors, shall appoint the following standing committees:

1. **Finance.** This committee shall be responsible for determining ways and means of financing any and all club operations and projects.

2. **Project.** This committee shall be responsible for initiation and implementation of club community projects.

B. No committee composed solely of members of this club shall take any action to effect its plans until the same have been approved by a majority of the votes cast at a duly constituted club meeting.

**ARTICLE IV**

**Amendments**

A. These bylaws may be amended at any regular or special meeting of this club, but only upon the affirmative vote of a majority of all members in good standing, provided: (1) notice of the respective amendment or amendments and the meeting at which such amending vote is to be taken is given at least fourteen (14) days prior thereto at a regular meeting at which a quorum is present, and (2) such amendment or amendments is approved by the Lions Club of ___________________.

B. Any provision of these bylaws which conflicts with the constitution of this club shall be null and void and of no force or effect.

(Such other provisions as may be necessary to efficient operation of the club.)

**STATEMENT OF POLICY OF BOARD OF DIRECTORS OFFICIALLY SANCTIONING AND IMPLEMENTING YOUTH PROGRAM**

14. **A Youth Program** is hereby established as an official activity of Lions Clubs International. It shall be effected and implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

15. **Purpose:** The purpose of this official Youth Program is:
a. to make available to Lions clubs an activity whereby they may serve the needs of youths in their respective areas;

b. to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international communities; and

e. to promote service activities among the youth of the community to develop the individual qualities of LEADERSHIP, EXPERIENCE AND OPPORTUNITY, and to unite its members in friendship, fellowship and mutual understanding.

16. Name and Emblem.

   a. The name of the Youth Program shall be Leo Club International Program and all clubs recognized thereunder shall be known as Leo clubs.

   b. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.

   c. The Leo name and emblem are the sole property of Lions Clubs International, and all authority for and obligation with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.

   d. Leo clubs shall adopt names chosen, or approved by the sponsoring Lions club or clubs.

   e. At the initiating club’s option, the title “Castores” may be inserted after the title “Leo” in the Leo club’s formal identification, provided that:

      (1) this option is extended only to Leo clubs in Brazil;

      (2) all Leo clubs exercising this option observe and adhere to the standard Leo Club Constitution and all the rules and regulations of the Leo Club Program; and

      (3) all such clubs are considered bona fide and fully certified clubs within the Leo Club Program.

17. Jurisdiction: The board of directors of Lions Clubs International shall have and does hereby retain all authority, control and supervision over all aspects of the Leo Club International Program, including but not by way of limitation, establishment and implementation of constitutional, organization, procedural and all other operating requirements of said program and methods for enforcement of the same.

18. Constitution:
a. The board of directors of Lions Clubs International shall frame, and all Leo clubs shall adopt and be governed by a Standard Leo Club Constitution.

b. All activities, projects, and programs of Leo clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions Clubs International. The Board of Directors of Lions Clubs International, only, shall have power to amend the Standard Leo Club Constitution.

c. Each Leo club may adopt by-laws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions Clubs International. These by-laws and any subsequent amendments shall be subject to the approval of the sponsoring Lions clubs.

19. Sponsorship:

a. No youth group or organization shall be recognized as a Leo club by Lions Clubs International unless sponsored by a Lions club. No Lions club may sponsor a Leo club except in accordance with the Leo Club International Program policies established from time to time by the board of directors of Lions Clubs International.

b. A Leo club shall be a “Lions club sponsored affiliation.”

c. The sponsoring Lions club is responsible for the organization, supervision and guidance of the Leo club, which club shall be certified and recognized by Lions Clubs International so long as it operates within the policies established by Lions Clubs International.

d. Where the Leo club is school-connected, guidance and supervision by the sponsoring Lions club shall be exercised in full cooperation with the school authorities, and be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

e. Each Leo club shall be sponsored by the Lions club whose territorial limits include, wholly or partially, the district area of the school and/or schools, from which the members are drawn. Written authority may be granted by the board of directors of Lions Clubs International to organized a Leo club outside the territorial limits of the sponsoring Lions club.

f. Two or more Lions clubs may jointly sponsor a Leo club upon written approval of the Lions district governor and/or International Board of Directors where it is shown that the best interest of the district will be served. Membership is open to the entire territorial limits of all jointly sponsoring Lions clubs. Artificial divisions of single student bodies will be avoided. All sponsoring Lions clubs will have equal representation on the Advisory Committee. However, only one Lions club must be designated for liaison with the Lions Clubs International Headquarters, billings, etc.
g. Leo clubs may draw their memberships from student populations or from the community at large, including employed individuals and professionals in training. Leo clubs may be organized within schools, community organizations, churches, and other entities, whether in cities or rural areas.

h. The sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the club’s board of directors.

20. Operating Procedures

a. A Lions club may request from Lions Clubs International a Certificate of Organization of a youth group as a Leo club, upon submission to the international office of necessary forms containing names and addresses of original members, officers elected, and verification of adoption of the Standard Leo Club Constitution by its members.

b. A Certificate of Organization signed by the international president shall be forwarded to the sponsoring Lions club president for formal presentation to the president of the Leo club at an appropriately planned meeting.

c. Thereafter, on the first day of July each year, the sponsoring Lions club shall send remittance to cover the annual payment due to Lions Clubs International. Likewise, the Leo club secretary, under the supervision of the Leo club advisor, shall submit to the international office an up-to-date membership report which includes Leo officers and members (with a copy to the sponsoring Lions club and the district Leo club chairperson), on or before the first day of July each year. The annual membership report form shall be mailed from the international office to the sponsoring Lions club president for distribution to the Leo club advisor and the Leo club secretary. It is the responsibility of the sponsoring Lions club president to ensure that the report is completed and submitted to the international office by the deadline date specified.

d. The Leo club may, through the sponsoring Lions club, secure for its Leo club members various items bearing the Leo club emblem from LCI Club Supplies. Such purchases may be shipped and billed to the Lions club’s account or paid via one of the payment methods offered by LCI Club Supplies. Reimbursement to the Lions club may be made by the Leo club members through its regular procedure for handling such administrative funds.

e. District and multiple district Leo club chairpersons shall prepare an annual report on Leo district or multiple district organizations in their areas respectively and submit it to the international office no later than July 1 of each fiscal year. This report where appropriate shall list the Leo clubs constituting the approved Leo district or multiple district and specify the names of the duly elected Leo district and multiple district officers. The report form shall be mailed from the international office to district governors and appropriate multiple district council chairpersons. It shall be the
responsibility of the district governor and the council chairpersons where appropriate, to ensure that the report is completed and submitted by the deadline date specified.

f. The name and address of the Leo club advisor of each Leo club shall be reported to the international office annually.

g. International Club Twinning shall be adopted as an activity of the Leo Club Program.

h. The position of multiple district Leo club chairperson shall be recommended in those multiple districts where the Leo club program exists.

i. The Leo Club Certificate of Organization shall show the endorsements of the international president, secretary of the association and the president of the sponsoring Lions club.

j. At time of certification, or when there is a change or a confirmation of club status, each Leo club shall declare itself as an Alpha Leo club or an Omega Leo club by notifying the Leo Club Program Department at International Headquarters.

21. Finances

n. Lions Clubs International recognizes the importance of providing a suitable level of resources and support to Leo clubs and sponsoring Lions clubs throughout the association’s constitutional areas. In order to maintain the resources and support necessary for the ongoing growth and development of the Leo Club Program, the association issues an annual Leo levy/fee to all Lions clubs that sponsor an active Leo club. The rate of the annual Leo levy is periodically reviewed by the Service Activities Committee to ensure that the amount being billed is adequate to maintain pace with the ongoing growth and development of the Leo Club Program. Such reviews may, from time to time, result in an increase of the annual Leo levy.

o. Each Lions club sponsoring a Leo club shall receive a flat annual billing of US$100.00. Payment of this levy may be made in US dollars or its equivalent in the respective national currency.

p. The Leo club levy may be paid from the sponsoring Lions club’s undesignated activity account.

q. Credit for a terminated Leo club shall be given only if a signed Leo Club Termination Form from the sponsoring Lions club, addressed to the Leo Club Program Department at International Headquarters, is received by October 31. Credit shall be given only for the current fiscal year.

r. No part of the expenses of the Leo club officers or meetings of Leo clubs or groups of Leo clubs shall be paid by Lions Clubs International. However, when an International
Leo Forum is authorized by the board, the necessary budget for incidental expenses—such as promotion, visual aids, luncheon, etc.—may be provided.

s. Costs involved in arranging any meetings of Leo clubs or groups of Leo clubs should be kept as low as possible, consistent with effective meetings and meaningful programs.

t. It is the responsibility of the Leo club’s membership to raise the funds necessary to carry out the program of the club.

u. Lions club(s) sponsoring Leo club(s) should not contribute more than occasional or incidental financial assistance to such Leo clubs.

v. Leo clubs shall not make solicitations for financial assistance from Lions clubs or from other Leo clubs.

w. Leo clubs shall not solicit individuals, businesses or organizations in their respective communities for any purpose, without giving something of value in return.

x. Any dues or assessments on the membership of any Leo club should be nominal and should be only for the purpose of covering the cost of administering the club; generally speaking, funds for activities and projects undertaken by Leo clubs should be raised by such clubs apart from such dues or assessments.

y. Lions clubs and Lions district conventions inviting members of Leo clubs to participate in the programs of such clubs and conventions and/or conferences shall subscribe to sufficient accident insurance to protect the Lions club or district convention against any possible legal or moral obligation.

z. An organization fee in the amount of US$100.00 shall be required for all new Leo clubs and billed to the sponsoring Lions club. The fee may be paid from either the Lions club’s administrative account or from the Lions club’s undesignated activity account.

**22. Sanctions**

a. A member of a Leo club shall relinquish all rights and privileges pertaining to membership therein, including the right to wear and display the Leo club emblem when:

- He/she ceases to be a member, or
- His/her club ceases to function, or
- He/she reaches an age one year greater than the maximum age limit, or
- He/she ceases to be a member in good standing.

**LEO CLUB TERMINATION PROCEDURE**

To officially cancel a Leo club, a sponsoring Lions club shall follow these procedures:

1. In instances where a sponsoring Lions club is considering cancelling its Leo club, the matter shall be brought before the Lions club’s membership at a regular meeting. If a simple majority of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit a Leo Club Termination Form to the Leo Club Program Department at International Headquarters. After receipt of the termination form, the international office shall then process cancellation of the Leo club.

2. A minimum of 30 days prior to the sponsoring Lions club vote to determine if its sponsored Leo club will be cancelled, the district governor shall be informed by an officer of the sponsoring Lions club in writing of the club’s intent to cancel the Leo club.

b. A Leo club shall be terminated:

   Upon determination of its membership, or

   By withdrawal of sponsorship by its sponsoring Lions club, or

   By withdrawal of recognition by Lions Clubs International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause.

(1) **PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION**

When a Lions club wishes to cancel its Leo club without the agreement of the Leo club members, the Lions club shall give the Leo club ninety (90) days’ notice along with a written report listing reasons for cancellation. A copy of this report shall be sent to the following officers:

(a) Leo club advisor

(b) district Leo club chairperson

(c) multiple district Leo club chairperson (if any)

(d) Leo district president or associate district Leo club chairperson (if any)
(e) Leo multiple district president (if any)

(f) District governor

The sponsoring Lions club’s board of directors shall allow the above-named officers an opportunity to become acquainted with the situation and to consult with them. The district cabinet, when reviewing the question, shall give the Leo district president, the associate district Leo club chairperson, or theLeo multiple district president, if any, the opportunity to be heard or to present written submissions.

If problems cannot be resolved through the intervention of district officers within the ninety-day period, the matter shall be brought before the Lions club’s membership at a regular meeting. If two thirds of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit the Leo Club Termination Form (Leo-86) to the international office, with copies to the above-named officers, as applicable. After receipt of the report, the international office shall then process cancellation of the Leo club.

e. The International Board of Directors, as a matter of policy, shall not allow any individual or organization, except Lions Clubs International, to circularize Leo clubs for any purpose.

d. A Leo club whose sponsoring Lions club has been cancelled shall have a 180 day grace period in which to find a new sponsoring Lions club and avoid termination.

23. Awards:

a. Attendance awards shall be designed for Leos to be presented to the Leos by the sponsoring Lions club. The same shall be a catalog item to be purchased by the sponsoring club.

b. The present attendance tab which is sold by the Club Supplies and Distribution Division for use with regular Lions lapel buttons shall also be sold to the Lions clubs to be given to Leo members and used with Leo club lapel pins.

c. Leo Extension Award Certificates, signed by the Lions Clubs International president, shall be issued, one to the president and one to the advisor from the sponsoring Lions club, upon reporting of each new Leo club.

d. A Leo Award of Honor shall be instituted, to be given by Leo clubs to an individual club member for outstanding service, and shall be made available as a catalog sale item.

e. Leo Club Excellence Award
The guidelines governing this award shall be as follows (Note: unless otherwise stated, the district governor referred to in these criteria shall be that district governor in office during the fiscal year for which the award is sought):

(1) **Eligibility**: Each district shall be allowed to nominate one Leo club for the award each year. The nomination must be made by the district governor and endorsed by the district Leo club chairperson.

(2) **Application form**: An application form for this award will be mailed to each district governor. This form is to be completed by the district governor and endorsed by the district Leo club chairperson. It should be submitted along with a detailed written report of the nominated Leo club.

(3) **Criteria**: Leo clubs considered for this award shall be judged for excellence in the following categories:

   (a) **Service to others**: A Leo club should be both persevering and creative in seeking opportunities for service within its community.

   (b) **Fundraising techniques**: Special emphasis shall be given to creativity in this area, as well as adaptability of fundraising ideas by other clubs.

   (c) **Leadership**: Effective leadership by club officers in planning, organizing, and implementing club projects and in maintaining an active membership shall be considered.

   (d) **Public relations**: This category challenges Leo clubs to enhance their public image by publicizing their activities through the news media and other avenues.

   (e) **Club administration**: This item covers communications with the international office, including submission of the Annual Officers and Membership Report (Leo-72).

(4) **Deadline**: A detailed written report along with the completed application form must be received by the international office (300 22nd Street, Oak Brook, Illinois 60523-8842 USA) no later than August 15 immediately following the close of the fiscal year for which the application is submitted.

(5) **Use of reports**: The information provided in the reports of nominated Leo clubs will be considered for publication in Lion Magazine and Leo program publications. Photographs and slides submitted will be retained by the international office as part of the formal application.
(6) **Type of Award**: An embroidered banner patch and chevron, bearing the fiscal year for which the award is granted, will be sent to the current president of the sponsoring Lions club for presentation by the highest ranking Lions officer available.

f. **100% Leo Club President’s Award**

(1) The 100% Leo Club President’s Award shall be presented by Lions Clubs International to all qualified Leo club presidents. The requirements shall be:

   (a) The Leo club shall comply with the Standard Leo Club Constitution and the policies of the International Board of Directors, and shall refrain from any action encouraging unauthorized use of the name, good will, emblem, and other insignias of the association.

   (b) The Leo club shall show a net increase in active membership for the fiscal year. (Net increase is not affected by transferred, deceased, or at-large members.)

   or

   The Leo club president must have personally sponsored one or more new members into the Leo club prior to the end of the fiscal year.

   (c) The Leo club must have conducted at least one major service activity. This may be a joint community project with the sponsoring Lions club.

   (d) The Leo club must have conducted at least one major fundraising project with substantial membership participation. This may be a joint community project with the sponsoring Lions club.

   (e) New club officers must have been reported to the international office on the Annual Membership Report or reasonable facsimile by July 1.

   (f) The Leo club president must certify that all new members have been properly indoctrinated and assigned to a working activity or service committee.

   (g) The Leo club president must have been recommended by the Leo club advisor to the sponsoring Lions club president who shall certify the Leo club president has met all the requirements therefore.

(2) Founding presidents of Leo clubs certified during the first six months of the fiscal year shall be eligible.
g. **Leo Club Anniversary Award**

This award shall be presented by Lions Clubs International to Leo clubs which have achieved the fifth and tenth anniversaries, and anniversaries in multiples of five thereafter, of their certification by the international office. To be eligible Leo clubs must have been in continuous existence since the time of their certification. Leo clubs, which had been terminated and were later reorganized shall qualify as of their most recent certification date.

h. **Leo Club Advisors’ Outstanding Service Award**

An Outstanding Service Award shall be issued by Lions Clubs International to Leo club advisors, subject to the following requirements:

(1) The Leo club must have complied with the Standard Leo Club Constitution and the policies of Lions Clubs International and shall have refrained from any action encouraging unauthorized use of the name, good will, emblem, or insignias of the association.

(2) The advisor must have:

   (a) prepared and implemented an on-going leadership development program for members of the Leo club, and guided Leo club officers in fulfilling their leadership functions.

   (b) motivated Leo club members to be service-minded and to promote fellowship.

   (c) regularly attended Leo club meetings, fostered a healthy rapport and communication between the Leos and the sponsoring Lions club, and kept Lions club members informed on the status and progress of the Leo club through regular reports.

   (d) actively assisted the Leo club in conducting major service and fundraising projects.

   (e) demonstrated ability to listen to young people, identify their needs and interests, and given constructive advice and encouragement.

   (f) promoted the Leo club’s participation in district activities or in activities with other Leo clubs.

(3) Based on criteria, a certificate shall be awarded by the district governor or council chairperson.
i. Leo Club Chairperson Achievement Award

(1) **Eligibility:** To be eligible a Lion must have served as the officially appointed district or multiple district Leo club chairperson during the immediate past fiscal year.

(2) **Award Criteria:** To earn this award, the nominee must meet criteria in each of the following categories:

(a) **Extension:** There must be a net increase of at least one (1) Leo club in the district at the end of the fiscal year. If the candidate is a multiple district chairperson, there must be a net increase of at least two (2) Leo clubs in the multiple district. To count for the net increase, new Leo clubs must be officially certified by the international office no later than June 30 of the fiscal year for which the Lion is nominated.

(b) **Leadership Development:** The candidate must have conducted a successful Leo leadership development workshop in the district for Leo club advisors and Leo officers. Multiple district chairperson candidates must have conducted a leadership development workshop for the Leo club chairperson of the sub-districts.

(c) **District Leo Activities:** The candidate must have either served successfully as a liaison with a Leo district or Leo multiple district council or organized meetings, activities, or contests among the Leo clubs within a district or multiple district where no Leo council has been established.

(d) **Administration:** The candidate must have submitted completed Leo 91 reports to the international office as required.

(e) **Promotion:** The candidate must have accomplished one of the following:
   - visited at least five (5) different Lions clubs to promote the Leo club program
   - conducted a Leo seminar or forum at the district (or multiple district) convention,
   - conducted a “Leo Week” in the district (or multiple district) to promote awareness of Leo clubs.

Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

j. 100% Leo District President Award Certificate
Award Criteria: To earn this award, the Leo district president must meet the following requirements:

1. The Leo district president and the Leo district council shall have complied with the Standard Leo District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.

2. The Leo district president, in collaboration with the district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the district.

3. The names of newly elected presidents of all Leo clubs in the district must be reported to the international office by May 15. Form Leo-72 or a reasonable facsimile should be used.

4. The Leo district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the district.

5. The district Leo conference, as prescribed by the Standard Leo District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a district wide nature shall likewise be made.

6. The Leo district president shall have accomplished one of the following:
   - A net increase in Leo membership in the district or
   - A net increase of at least one Leo club in the district.

Based on criteria, a certificate shall be awarded by the district Leo club chairperson with approval from the district governor.

100% Leo Multiple District President Award Certificate

Award Criteria: To earn this award, the Leo multiple district president must meet the following requirements:

1. The Leo multiple district president and the Leo multiple district council shall have complied with the Standard Leo Multiple District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.
(2) The Leo multiple district president, in collaboration with the multiple district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the multiple district.

(3) The names of newly elected presidents of all Leo clubs in the multiple district must be reported to the international office by May 15. Form Leo-72 or a reasonable facsimile should be used.

(4) The Leo multiple district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the multiple district.

(5) The multiple district Leo conference, as prescribed by the Standard Leo Multiple District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a multiple district wide nature shall likewise be made.

(6) The Leo multiple district president shall have accomplished one of the following:

- A net increase in Leo membership in the multiple district or
- A net increase of at least one Leo club in the multiple district.

Based on criteria, a certificate shall be awarded by the multiple district Leo club chairperson with approval from the council chairperson.

1. Leos of the Year Award

(1) Eligibility

The award shall be available to any current Leo club member who:

(a) is in good standing;

(b) meets membership age requirements as provided in the Standard Leo Club Constitution and Bylaws;

(c) is not a previous recipient of the award.

(2) Criteria

Consideration shall be given to a Leo club member who has:

(a) demonstrated outstanding leadership skills;
(b) achieved a superior record as a Leo in implementing successful service projects;

(c) made an identifiable contribution to the development and growth of the Leo Club Program;

(d) achieved distinction in community or school activities outside of Leo club commitments;

(e) demonstrated high ethical standards and personal integrity.

(3) Nominations

(a) Each multiple district council of governors may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the multiple district. The nomination must be submitted on the official application form for the award. The application must be signed by the multiple district council chairperson in office during the fiscal year in which the nomination is made.

(b) A single district that is not part of a multiple district may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the district. The nomination must be submitted on the official application form for the award. The application form must be signed by the district governor in office during the fiscal year in which the nomination is made.

(4) Deadline

Award applications must be received at the International Headquarters no later than April 1 of the fiscal year for which the candidate is nominated.

(5) Award

The award shall consist of a medal and neck ribbon featuring the official Leo colors. The medal shall bear the Leo emblem and the inscription, “Leo of the Year,” on the face. The back of the medal shall be engraved with the recipient’s name and the year the award is given. A congratulatory certificate from the international president will accompany the award.

(6) Recognition

Award recipients shall be named by the International Board of Directors at their final meeting of the fiscal year. The award shall be sent to the council chairperson or district governor, as appropriate, for presentation. Award
recipients’ names shall be publicized in the Lion Magazine and other appropriate official publications.

m. **Leo October Membership Growth Award**

Upon verification of eligibility, an appropriate award shall be issued to any Leo who brings in three or more new members to his or her Leo club during October, Leo Membership Growth Month.

n. **Leo Club Extension Award Certificate**

(1) District Level: 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 will receive a Leo Club Extension Certificate.

(2) Multiple District Level: 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 will receive a Leo Club Extension Certificate.

o. **Top Ten Leo Club Extension Award**

(1) District Level: District Leo club chairpersons and Leo district presidents of the ten districts with the highest net growth of new Leo clubs during a Lions fiscal year will receive the gold top Ten Leo Club Extension lapel pin.

(2) Multiple District Level: Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District will also each receive a lapel pin.

p. **Leo-Lion Banner Patch Award**

Upon verification of eligibility, a banner patch featuring both the Leo club and Lions club logos and the words “Serving Together” shall be issued to the Leo club and its Lions club sponsor for successful completion of joint projects and other types of activities supporting Leo-Lion collaboration.

q. **Lions Club Sponsorship Anniversary Award**

Lions Clubs International shall present this award to Lions clubs that have achieved the fifth anniversary of its sponsorship of a Leo club, and sponsorship anniversaries in multiples of five years thereafter. To be eligible, Lions clubs must have continuously sponsored the Leo club since the Leo club’s certification date or since the Lions club’s sponsorship date of the Leo club, whichever is greater.
24. **International Leo Forum**

An International Leo Forum may be held from time to time in conjunction with the annual Lions International Convention.

25. **District Organization Relating to Leo Clubs**

a. For purposes of publicizing, promoting, and organizing Leo clubs within their districts, the governors are requested to appoint District Leo Advisory Committees, chosen from the Lion leaders, deputy district governors, zone persons, past district governors, and officers of sponsoring Lions clubs. The district governor and district officers serve to advise and assist Lions and Leo clubs, but their authority shall be confined to district matters only. This policy will also apply to the council of governors with respect to multiple district matters.

b. Wherever two or more Leo clubs are conveniently located, they should be encouraged to hold interclub meetings with representatives of the District Leo Advisory Committee present. When circumstances permit, district wide meetings may be held.

c. All meetings shall be arranged at a minimum cost and within the financial means of those participating. No expense of the Leo district organization or its officers shall be paid by Lions Clubs International.

d. All Leo meetings or conferences held beyond multiple district boundaries shall be held either in conjunction with an official Lions event or under the joint sponsorship and jurisdiction of the appropriate Lions districts or multiple districts.

e. **Associate District Leo Chairperson**

The position of associate district Leo club chairperson is an optional appointment made at the discretion of the Lions district governor in those Lions districts where no Leo district has been officially established. The appointee to this position shall be an active member of a Leo club which is in good standing. His or her primary function shall be to assist the district Leo club chairperson in promoting the Leo program and help when requested in the formation of new Leo clubs. The name and address of the appointed associate district Leo club chairperson shall be reported to the international office annually. A special lapel tab shall be provided by the international office for each associate district Leo club chairperson reported.

f. **Leo Club Chairperson Term of Office**

The term of office for the district and multiple district Leo club chairperson shall be three years, assuming continuing fulfillment of responsibilities, and shall be subject to the approval of the subsequent district governors or council of governors and the council chairperson’s signature, respectively.
26. **Rules for Leo Attendance Make-up and Credit**

   a. Absence from a regular meeting of a Leo club may be made up within the time limit of 13 days prior to and 13 days following the date of the meeting missed in any one of the following ways:

      (1) Attendance at a meeting of any other Leo club, regular or special;

      (2) Attendance at a meeting of the member’s home club’s board of directors;

      (3) Attendance at a duly constituted meeting of a standing committee of the member’s home club;

      (4) Attendance at any meeting scheduled or sponsored by the member’s own club, including club fundraising and service activities;

      (5) Attendance at a Leo district meeting;

      (6) Attendance at a Lions Clubs International Convention, a district or multiple-district Leo Conference, or any other recognized Leo meeting.

   b. A member who is forced to miss a meeting or meetings by reason of illness shall automatically be granted attendance credit for meetings missed upon furnishing acceptable evidence of said illness.

   c. A member who is forced to miss meetings as a result of military service, jury duty, or other statutory requirements, shall be given attendance credit for meetings missed. In each case the club board of directors shall decide if credit should be given for the missed meetings.

   d. Any Leo who finds it necessary or is assigned to perform occupational duties for an extended period of time in a place from which he/she cannot readily attend a Leo club meeting may, at the discretion of his/her club, be granted credit for meetings missed.

   e. Responsibility shall be placed on the Leo club secretary to verify the member has fulfilled attendance requirements.

17. **Leo Completion of Service Certificate and Leo Years of Service Transfer Program**:

   In October 1996, the International Board of Directors approved a special certificate that can be given to any Leo in good standing, who terminates membership in a Leo club, for any reason. The purpose of the certificate is to recognize a Leo’s service to the Leo club and community. To request a Leo Completion of Service Certificate, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International.
Effective September 1, 1997, former Leo club members may include their Leo years of active service in their Lions club membership histories. To receive credit for Leo years of active service, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International. Current and former Leos must have been a Leo for at least one year and one day to receive credit for their Leo years of active service as part of their Lions club membership histories.

18. Leo Months

c. April – Leo Club Awareness Month

d. October – Leo Membership Growth Month

19. Leo Club Program Advisory Panel

The purpose of the Leo Club Program Advisory Panel is to provide Leos and Lions with an opportunity to represent their respective constituents in matters which affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Items which impact the program shall be presented to the Lions Clubs International Board of Directors for consideration and final approval. The panel will be on-going until determined otherwise by the Board of Directors.

c. Composition

The panel shall be comprised of two Lions and two Leos from each constitutional area and the Continent of Africa. Each year one Lion and one Leo from each constitutional area and the Continent of Africa will be selected. Panelists will serve a two-year term.

d. Qualifications

(1) Leos

(a) Candidates shall be current Leo members in good standing in an active Leo club.

(b) Candidates shall meet the Leo Club Program age requirements outlined in the Board Policy Manual.

(c) Candidates shall also be one of the following:

iii. A current or past Leo district or multiple district officer in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.

iv. A current or past Leo club officer (president, vice president, secretary or treasurer).
iii. Candidates must have been reported as officers to the Leo Club Program Department at Lions Clubs International.

(3) Lions

(a) Candidates shall be current Lion members in good standing in an active Lions club.

(b) Candidates shall also be one of the following:

iii. A current district or multiple district Leo chairperson. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.

iv. A past district or multiple district Leo chairperson. A candidate must have been a district or multiple district Leo chairperson within the two fiscal years prior to the fiscal year for which he/she is being nominated.

iii. Candidates must have been reported as Leo chairpersons to the Leo Club Program Department at Lions Clubs International.

e. Nominations

(1) Leos

(d) Current and past multiple district Leo officers shall be nominated by the current multiple district Leo chairperson (if applicable) and approved by the current council chairperson. If no multiple district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current council chairperson. Multiple districts may nominate only one Leo candidate per fiscal year.

(e) Current and past district (single district or sub-district) Leo officers shall be nominated by the current district Leo chairperson (if applicable) and approved by the current district governor. If no district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one Leo candidate per fiscal year.

(f) Current and past Leo club officers shall be nominated by their Leo club advisor and sponsoring Lions club president, and then approved by the current district governor. Only one Leo club officer per single district or sub-district may be nominated each fiscal year.
(c) Current and past multiple district Leo chairpersons shall be nominated and approved by the current council chairperson. Multiple districts may nominate only one candidate per fiscal year.

(d) Current and past district Leo chairpersons shall be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one candidate per fiscal year.

d. Selection Process

(3) Nominations shall be submitted each fiscal year via official nomination form, with required signatures, to the Leo Club Program Department at International Headquarters by the deadline indicated on the official nomination form in use for the fiscal year in which the candidate is being nominated.

(4) The Leo Club Program Department shall review and compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection at the October-November board meeting. In addition, the Service Activities Committee will select one Lion and one Leo from each constitutional area and the Continent of Africa as alternates, in the event a member of the panel is unable to complete the two-year term.
D. THE DISTRICT GOVERNOR OF A SINGLE OR SUB-DISTRICT, WHERE SIX OR MORE LEO CLUBS ARE SPONSORED BY LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO DISTRICT CONSTITUTION SHALL BE FOLLOWED

**Constitution and By-Laws**

_The Leo District of _______________________

**STANDARD LEO DISTRICT CONSTITUTION**

**ARTICLE I**

**Name**

This organization shall be known as Leo District No. _________________.

**ARTICLE II**

**Objects**

To provide an administrative structure with which to advance the purposes and objects of the Leo club program in this district.

**ARTICLE III**

**District Organization**

**SECTION A—Requirements and Boundaries**

When six or more Leo clubs are sponsored by Lions clubs in a Lions district (single or sub) and recognized by The International Association of Lions Clubs, the district governor of the said Lions district (single or sub) may approve the formation of a corresponding Leo district. The territorial boundaries of the Leo district shall coincide with the boundaries of the respective Lions district (single or sub).

**SECTION B—Membership**

1. The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said Lions district (single or sub)

2. Whenever the male gender or pronoun presently appears in the Standard Leo District Constitution and By-Laws, it shall be interpreted to mean both male and female persons.
SECTION C—Leo District Officers

1. Leo District President

An election for the office of Leo district president shall be held at each annual Leo district conference.

a. Qualifications:

(1) Member in good standing of recognized Leo club in her/his district.
(2) Have served as president of a Leo club for a full term of the association’s fiscal year or major portion thereof.
(3) Have received endorsement of sponsoring Lions club.

b. Election:

(1) Nominations:

Nominations to the office of Leo district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo district secretary at least thirty (30) days prior to the opening of the Leo district conference. No nomination shall be in order, which is not so made and received. Nominations for the office of Leo district president shall:
(a) be made by any recognized Leo club in good standing in the respective district;
(b) be endorsed by the Leo club of which the nominee is a member;
(c) be endorsed by her/his Leo district (if established);
(d) be endorsed by the sponsoring Lions club;
(e) be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo district conference, nominations of any qualified Leo for Leo district president may be made by any delegate from the floor of the district conference, provided the eligibility of the candidate(s) is confirmed.

(2) Election

The election of the Leo district president shall be by secret ballot, the following provisions applying thereto:
(a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.

(b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.

(c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

2. **Leo District Vice President**

   An annual election for the office of Leo district vice president shall be held at each district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo district president.

3. **Dual Nominations**

   A Leo may be nominated and elected to the offices of district president and district vice president at the same district conference, but may not serve in both offices at the same time. Such nominee’s elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

4. **Vacancies**

   In the event a vacancy shall occur in the office of Leo district president, the Leo district vice president shall automatically advance to and fill said office. In the event the Leo district vice president refuses to serve in the office of Leo district president for any reason, the district Leo club chairperson shall fill the vacancy created by such refusal by appointment for the unexpired term.

5. **Other Leo District Officers**

   The Leo district president shall appoint, by the time office is taken, a Leo district secretary and a Leo district treasurer and such other district officers as may be desired by a Leo district conference or by the Leo district council from time to time and as approved by the Lions district cabinet, council of governors.

6. **Leo District Council**
There shall be a Leo district council composed of the Leo district president, the district vice president, the Leo district secretary, the Leo district treasurer, the presidents of each Leo club in the district (or a delegated representative from each club), and such other Leo district officers as may be appointed by the Leo district president. Each Leo council officer shall have one vote. The Lion appointed as district Leo club chairperson shall serve as an advisory, non-voting member.

7. **District Leo Club Chairperson**

Besides serving as an advisory, non-voting member of the Leo district council, the district Leo club chairperson shall also serve as the official liaison between the Lions district cabinet and the Leo district council. He shall report to the Lions district cabinet all resolutions of the Leo district conference.

**ARTICLE IV**

**Leo District Conference**

A. A Leo district conference shall be held annually with the approval of the Lions district cabinet. If this Leo district is a part of a Leo multiple district, such conference shall be held not less than 30 days prior to the Leo multiple district conference.

B. The location of the annual Leo district conference shall be determined by a previous annual Leo district conference. The date and time of the Leo district conference shall be determined by the current Leo district council. A committee appointed by the Leo district council shall plan the Leo district conference in cooperation with the district Leo club chairperson.

C. Each recognized Leo club in good standing in the district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.

D. A majority of the delegates present in person at any session shall constitute a quorum.

E. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo district conference shall be subject to countermanding and rejection by action of the Lions district cabinet or by action of said International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.

**ARTICLE V**

**Leo District Funds**
A. To provide revenue to defray the administrative expenses of this Leo district, an annual per capita tax of ____________ shall be levied upon each member of each club in the Leo district, subject to the approval of the Lions district cabinet.

The levy shall be collected and paid in advance by each Leo club to the Leo district secretary. The frequency and dates for such payments shall be determined by the respective Leo district conference.

All taxes so levied and collected shall be administered through a Leo district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo district secretary and countersigned by a designee of the district governor.

C. The Leo district council shall provide for an annual audit of the Leo district accounts by an auditor appointed by the Leo district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual district conference, and to the Lions district cabinet. council of governors.

D. Any undeposited Leo district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo district president’s council by the person or persons holding the same, and such collections together with any Leo district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo district council.

ARTICLE VI
Titles

Only the titles designated in this constitution may be used by Leo district officers.

ARTICLE VII
By-Laws

The Leo district council shall present, and Leo district conference shall adopt, such bylaws as are deemed necessary to the efficient operation of said Leo district provided, however, that all such bylaws shall be consistent with the provisions of this constitution and shall be approved by the Lions district cabinet, and shall be approved by the board of directors of Lions Clubs International or its designee. Any bylaws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.
ARTICLE VIII
Duration

A. This Leo district shall cease to exist upon the first to occur of the following:

1. Vote of the said Leo district to terminate.
2. Receipt by the Leo district president of written notice of the withdrawal of sponsorship by the Lions district cabinet.
3. Receipt by the Leo district president of a written notice of cancellation by The International Association of Lions Clubs.

B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a district level shall thereon be relinquished and surrendered by the members of said district, individually or collectively. All monies on deposit to the credit of said Leo district shall be remitted to the Lions district cabinet, council of governors.

ARTICLE IX
Amendments

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

ARTICLE X

The fiscal year of this Leo district shall run from July 1 to June 30.
EXHIBIT C

E. THE COUNCIL OF GOVERNORS OF A MULTIPLE DISTRICT, WHERE TEN OR MORE LEO CLUBS WITH A CUMULATIVE MEMBERSHIP OF ONE HUNDRED OR MORE LEOS ARE SPONSORED BY LIONS CLUBS AND RECOGNIZED BY THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO MULTIPLE DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO MULTIPLE DISTRICT CONSTITUTION SHALL BE FOLLOWED.

Constitution and By-Laws

The Leo Multiple District of ________________________

STANDRAD LEO MULTIPLE DISTRICT CONSTITUTION

ARTICLE I
Name

This organization shall be known as Leo Multiple District No. ________________________.

ARTICLE II
Objects

To provide an administrative structure with which to advance the purposes and objects of the Leo Club Program in this multiple district.

ARTICLE III
Multiple District Organization

SECTION A—Requirements and Boundaries

When ten or more Leo clubs, with a cumulative membership of one hundred or more Leos are sponsored by Lions clubs in a Lions multiple district and recognized by The International Association of Lions Clubs, the council of governors of the said multiple district may approve the formation of a corresponding Leo multiple district. The territorial boundaries of the Leo multiple district shall coincide with the boundaries of the respective Lions multiple district.

SECTION B—Membership
The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said multiple district.

**SECTION C—Leo Multiple District Officers**

1. Leo Multiple District President

An election for the office of Leo multiple district president shall be held at each annual Leo multiple district conference.

(a) *Qualifications:*

(1) Member in good standing of recognized Leo club in her/his district.
(2) Have served as president of a Leo club for a full term of the association’s fiscal year or major portion thereof.
(3) Have received endorsement of sponsoring Lions club.
(4) Have received endorsement of her/his Leo district (if established).

(b) *Election:*

(1) Nominations:

Nominations to the office of Leo multiple district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo multiple district secretary at least thirty (30) days prior to the opening of the Leo multiple district conference. No nomination shall be in order which is not so made and received.

Nominations for the office of Leo multiple district president shall:

- a) Be made by any recognized Leo club in good standing in the respective multiple district;
- b) Be endorsed by the Leo club of which the nominee is a member;
- c) Be endorsed by her/his Leo district (if established);
- d) Be endorsed by her/his sponsoring Lions club;
- e) Be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo multiple district conference, nominations of any qualified Leo for Leo multiple district president may be made by any delegate from the floor of the Leo multiple district conference, provided the eligibility of the candidate(s) is confirmed.

(2) Election
The election of the Leo multiple district president shall be by secret ballot, the following provisions applying thereto:

a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.

b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.

c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

2. **Leo Multiple District Vice President**

An annual election for the office of Leo multiple district vice president shall be held at each multiple district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo multiple district president.

3. **Dual Nominations**

A Leo may be nominated and elected to the offices of multiple district president and multiple district vice president at the same multiple district conference, but may not serve in both offices at the same time. Such nominee’s elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

4. **Vacancies**

In the event a vacancy shall occur in the office of Leo multiple district president, the Leo multiple district vice president shall automatically advance to and fill said office. In the event the Leo multiple district vice president refuses to serve in the office of president for any reason, the multiple district Leo club chairperson or the designee of the multiple district council of governors shall fill the vacancy created by such refusal by appointment for the unexpired term.

5. **Other Leo Multiple District Officers**

The Leo multiple district president shall appoint, by the time office is taken, a Leo multiple district secretary and a Leo multiple district treasurer and such other multiple district officers as may be desired by a Leo multiple district conference or by the Leo
multiple district council from time to time and as approved by the Lions multiple district council of governors.

6. **Leo Multiple District Council**

   There shall be a Leo multiple district council composed of the Leo multiple district president, the multiple district vice president, the multiple district secretary, the multiple district treasurer, all Leo district presidents and such other Leo multiple district officers as may be appointed by the Leo multiple district president and as approved by the Lions multiple district council of governors. If Leo district presidents do not exist in a given Leo multiple district, then the presidents of each Leo club in said multiple district (or a delegated representative from each club) shall form part of the Leo multiple district council. Each council officer shall have one vote. The Lion appointed as multiple district Leo club chairperson by the Lions council of governors and district Leo club chairperson of sub-districts in said multiple district shall be entitled to attend any council meeting and participate in all deliberations of the council.

7. **Multiple District Leo Club Chairperson**

   Besides serving on the Leo multiple district council, the multiple district Leo club chairperson shall also serve as the official liaison between the Lions council of governors and the Leo multiple district council. He/she shall report to the Lions council of governors all resolutions of the Leo multiple district conference.

**SECTION D—Leo Multiple District Council Meetings**

1. Meetings of the Leo multiple district council shall be held at least twice annually at times and places fixed by the Leo multiple district president and approved by a majority of the members of the council and provided that one of such meetings shall be held at the time of the Leo multiple district conference.

2. **Quorum and Vote:** The attendance of a majority of the voting members of the council shall constitute a quorum for any meeting thereof.

**SECTION E—Powers**

Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-Laws of The International Association of Lions Clubs, the Lions Multiple District Constitution and By-Laws, the powers granted therein to the board of directors of said association and the policies and acts of said board of directors, the Leo multiple district council shall:

1. Have jurisdiction and control over all officers and agents, when acting as such, of the Leo multiple district council and all committees of the Leo multiple district and multiple district conference;
2. Have management and control over the property, business and funds of the Leo multiple district;

3. Have jurisdiction, control and supervision over all phases of the Leo multiple district conference and all other meetings of said district;

4. Have original jurisdiction, when authorized under policy of said international board and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any Leo sub-district, any Leo club, or any member of a Leo club in the said Leo district. All such rulings of the Leo council shall be subject to review and decision by the Lions council of governors of said multiple district and the Board of Directors of The International Association of Lions Clubs;

5. Have control and management of all budgetary matters of the Leo multiple district and committees of the Leo multiple district and Leo multiple district conference. All transactions shall be subject to approval of the Lions multiple district council of governors, and no obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

ARTICLE IV
Leo Multiple District Conference

A. A Leo multiple district conference shall be held annually. The location of this conference shall be as determined by a previous annual Leo multiple district conference. The date and time of the conference shall be determined by the current Leo multiple district council with the approval of the Lions multiple district council.

B. Each recognized Leo club in good standing in the Leo multiple district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.

C. A majority of the delegates present in person at any session shall constitute a quorum.

D. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo multiple district conference shall be subject to countermanding and rejection by action of the Lions council of governors or by action of said International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.
ARTICLE V
Leo Multiple District Funds

A. To provide revenue to defray the administrative expenses of this Leo multiple district, an annual per capita tax of ____________ shall be levied upon each member of each club in the Leo multiple district, subject to the approval of the Lions multiple district council of governors.

The levy shall be collected and paid in advance by each Leo club to the Leo multiple district secretary. The frequency and dates for such payments shall be determined by the respective Leo multiple district conference.

All taxes so levied and collected shall be administered through a Leo multiple district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo multiple district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo multiple district secretary and countersigned by a designee of the Lions council of governors.

C. The Leo multiple district council shall provide for an annual audit of the Leo multiple district accounts by an auditor appointed by the Leo multiple district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual Leo multiple district conference, and to the Lions multiple district council of governors.

D. Any undeposited Leo multiple district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo multiple district council by the person or persons holding the same, and such collections together with any multiple district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo multiple district council.

ARTICLE VI
Titles

Only the titles designated in this constitution may be used by Leo multiple district officers.

ARTICLE VII
By-Laws

The Leo multiple district council shall present, and Leo multiple conference shall adopt, such bylaws as are deemed necessary to the efficient operation of said Leo multiple district provided, however, that all such bylaws shall be consistent with the provisions of this constitution, shall be endorsed by the Lions multiple district council of governors, and shall
be approved by the board of directors of Lions Clubs International or its designee. Any bylaws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

ARTICLE VIII
Duration

A. This Leo multiple district shall cease to exist upon the first to occur of the following:

1. Vote of the said Leo multiple district to terminate.
2. Receipt by the Leo multiple district president of written notice of the withdrawal of sponsorship by the Lions multiple district council of governors.
3. Receipt by the Leo multiple district president of a written notice of cancellation by The International Association of Lions Clubs.

B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a multiple district level shall thereon be relinquished and surrendered by the members of said multiple district, individually or collectively. All monies on deposit to the credit of said Leo multiple district shall be remitted to the Lions multiple district council of governors.

ARTICLE IX
Amendments

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

ARTICLE X

The fiscal year of this Leo multiple district shall run from July 1 to June 30.
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