

**DISTRICT**

**201W2**



**CLUB**

**OFFICERS**

**HANDBOOK**

<b>Contents</b>	<b>Page</b>
<b>Index</b>	<b>2</b>
<b>District Address Details</b>	<b>3</b>
<b>Cabinet Executive Details</b>	<b>3</b>
<b>SECTION 1 – GENERAL INFORMATION</b>	<b>4</b>
Mail	4
Payments	4
MMRs	4
Activity Reports	4
Other sources of Information	4
Monthly tasks	5
International, MD201 & District dues	5
Donations to foundations	5
Club Supplies	5
Insurance Matters	6
Club Mail	6
Deaths	6
Membership Categories	6 – 9
Official Protocol	9 – 11
Club Structure	12 – 15
Leadership	15
Status Quo and Club Cancellation	15
Financial Suspension	16
Lions Trade Mark Policies	16
Rules of Debate	17 – 19
Types of Meetings	20 - 21
<b>SECTION 2 - MONTHLY DUTIES</b>	<b>22 – 34</b>
<b>SECTION 3 – REPORTS</b>	
Monthly Membership Reports	35 - 37
Activity Reports	38 – 39
<b>SECTION 4 – DOCUMENTS, CEREMONIES &amp; FORMS</b>	
Lions Purposes	40
Lions Ethics	41
Installation of Club Officers	42 - 47
New Member Induction	47 – 50
Forms	51 - 57

## **DISTRICT ADDRESS DETAILS**

**District Mail: PO Box 143, BOYUP BROOK 6244**

### **DISTRICT GOVERNOR**

Peter Lamb (Helen),  
9 Currency Lass Rise, Madora Bay 6210.  
(H) 9581 6150 (F) 9581 3528 (W) 9581 5858 (M) 0414 474 121  
plamb@lambman.com.au [Mandurah]

### **FIRST VICE DISTRICT GOVERNOR**

Geoff Carberry (Sue),  
PO Box 163, Boyup Brook 6244.  
(H) 9765 1453 (W) 9765 1200 (M) 0417 926 638  
geoff303@westnet.com.au [Boyup Brook]

### **SECOND VICE DISTRICT GOVERNOR**

Alan Hawkins (Bev),  
53 Sicklemore Road, Parmelia 6167  
(H) 9439 5187 (F) 9312 4700 (M) 0417 363 681  
albev@aapt.net.au [Port Kennedy]

### **IMMEDIATE PAST DISTRICT GOVERNOR**

Terry Gray (Judy),  
PO Box 133, Brunswick Junction 6224.  
(H) 9726 628 (F) 9726 629 (M) 0414 571 904  
tjg@oceanbroadband.net [Binninup Waters]

### **CABINET SECRETARY**

Keith Jones (Lorri),  
PO Box 143, Boyup Brook 6244.  
(H) 9765 1965 (W) 9765 1200 (M) 0429 651 001  
lionkeithtj@westnet.com.au [Boyup Brook]

### **CABINET TREASURER & INSURANCE**

Neil Saunders (Dot),  
PO Box 642, York WA 6302.  
(H) 9641 2430 (F) 9641 2420 (M) 0418 947 345  
dotneil1@bigpond.com [Northam]

### **CONSTITUTION & BY-LAWS**

Darrel Mainard (Liz),  
22 Endeavour Drive, Port Kennedy 6172.  
(H) 9524 6692 (W) 9524 6692 (F) 9524 6961 (M) 0418 916 712  
eldar2@bigpond.com [Port Kennedy]

## **SECTION 1 - GENERAL INFORMATION**

### **ALL CLUB OFFICERS SHOULD BE FAMILIAR WITH THE INFORMATION IN THIS SECTION**

#### **(1) MAIL & PAYMENTS TO DISTRICT AND LIONS CLUBS INTERNATIONAL**

**ALL MAIL:** should be sent to the Cabinet Secretary at the District Address – refer contact sheet

**ALL PAYMENTS:** should be forwarded to the District Treasurer – Refer Contact sheet

**MONTHLY MEMBERSHIP REPORTS (MMR):** these should be done on the MMR website if this is not possible paper MMR should be sent or faxed to the Cabinet Secretary. **ALL MMR's should be completed prior to the end of the month.**

**ACTIVITY REPORTS:** These should be completed on the MMR site at the same time as the MMR it is preferable that they are completed on a monthly basis

#### **(2) DISTRICT OFFICERS, CLUB ADDRESSES and CONTACT INFORMATION**

International, MD and District directories and contact details are updated from the PU101 forms. It is important that these forms are returned by the required date.

LCI also takes information from the MMR website as it is updated it is important to ensure ALL contact details and address information is correct.

#### **(3) OTHER SOURCES OF INFORMATION**

Make sure that you have the following publications available in your Club. We recommend that each Club Officer have copies.

- International Association of Lions Clubs - Constitution and By-Laws. The International Office reissues this publication annually to every Lions Club.
- Multiple District 201 of Lions Clubs International (Inc) Constitution and By Laws. The Multiple District 201 Office reissues this publication annually to every Lions Club.
- Club Constitution
- Multiple District 201 Administration and Constitutional Manual
- District 201W2 Constitution and Policy Minutes and Guidelines are available from the Cabinet Secretary and on the district web site.

Please check the “Lion” and the “West Lion” regularly. Notices, which appear from time to time, may be important to your club.

The following websites can be used as important sources of information and learning please take the time to check them out.

Lions Clubs International site is: [www.lionsclubs.org](http://www.lionsclubs.org)

Australian MD201 is [www.lionsclubs.org.au](http://www.lionsclubs.org.au).

District 201W2 is [www.lionsdistrict201w2.mysouthwest.com.au](http://www.lionsdistrict201w2.mysouthwest.com.au)

#### **(4) MONTHLY TASKS (Section 2 of this Manual)**

Refer to the Monthly Duties pages contained in Section 2 of this Manual - review these at the start of each month. Monthly duties and obligations for each Club Officer are listed. You will also find a number of **RETURN FORMS**, which must be submitted by the Club Secretary throughout the year.

These forms are located at the rear of this publication or available from Cabinet Secretary.

#### **PLEASE ADHERE TO THE DATE OF RETURN ON THE FORM.**

During the year, please read carefully any correspondence sent to you in the mailings from the District Governor or Cabinet Secretary. You will receive additional requests, which may be important to your Club.

#### **(5) INTERNATIONAL, MD 201 and DISTRICT DUES, PAYMENTS, & DONATIONS**

Send all Dues and other cheques to the *Cabinet Treasurer*

**DO NOT SEND MEMBERSHIP DUES CHEQUES DIRECT TO OAK BROOK OR MD NEWCASTLE.**

Please comply with the requirement to send separate cheques for International dues and Multiple District/District 201W2 dues; please *always* send a remittance advice so that the purpose for your cheque is known

Please pay direct, as per the issued invoice, for Christmas Cakes Mints and Club Supplies

#### **(6) DONATIONS TO FOUNDATIONS AND INSTITUTES**

Send all **DONATIONS** for **LIONS APPEALS, FOUNDATIONS, INSTITUTES**, etc to the Cabinet Treasurer. Again, send a separate cheque for each donation with a remittance advice so that it is known for what purpose your cheque is intended.

#### **(7) CLUB SUPPLIES**

Order all Club Supplies via your **Club** Secretary on the “Club Supplies Order Form”

Lions Clubs International MD201 Council Office

(Club Supplies Dept), Locked Bag 2000, Newcastle NSW 2300

Telephone 02 4940- 8033 Facsimile 02 4940-8034

Or

<http://www.lionsclubsshop.com.au/>

## **(8) INSURANCE MATTERS**

Current information on the many aspects of Lions insurance cover is published in the Multiple District 201 Directory and is also available from the web site -

<http://www.lionsinsurance.com.au> including Current Public Liability Certificates.

Should you have any doubts or problems, please contact the Cabinet Treasurer.

Remember that each club project must be formally authorised by a motion in your minutes. An attendance record is also necessary. It is suggested that a project logbook be kept, and signed by each member attending at a project.

## **(9) CLUB MAIL**

District 201W2 policy is that all mail is directed to the club mailbox. It is strongly recommended **NOT** to have any club mail sent to a private address. The wisdom of this policy is obvious; any small advantage which could be obtained by having mail sent to your home is totally cancelled by the endless confusion which will arise with the annual change of officers in your club. Most club post box addresses remain constant for many years. At the beginning of each year you should change your Presidents, Secretary, Treasurer and Membership chairmans address details to that of the Clubs address this way all Lions mail will go to the club address.

## **(10) DEATHS**

Please contact the Cabinet Secretary with the details of any deaths of past or present members immediately, so appropriate persons can be notified and necessary actions taken.

## **LIONS CLUB MEMBERSHIP CATEGORIES**

Membership Categories in Lions Clubs shall be as follows:

**(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 the 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 favourable image of the Lions Club in the community. All Active Members shall pay such dues as the local club may charge, which dues shall include District and International dues.

**(b) Member-at-Large:** A member of the 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 the club, and upon whom the Board of Directors of the club desires to confer this status.

The Board of Directors of the club shall review this status each six months. 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.

**(c) Honorary:** An individual not a member of the conferring Lions Club, having performed outstanding service for the community or the Lions Club, upon whom the club desires to confer special distinction. The 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. *(There is no special induction ceremony for honorary members)*

**(d) Privileged:** A member of the 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 the club, must relinquish his Active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include District and International dues and 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.

**(e) Life Member:** Any member of a club who has maintained continuous Active membership as a Lion for 20 or more years and has rendered outstanding service to club, community, or this Association; or any member of a club who has maintained such continuous Active membership for 15 or more years and is at least 70 years of age; or any member of a club who has maintained such continuous Active membership for 20 or more years and has served as an Officer of this Association may be granted Life Membership in the local club upon (1) recommendation of the club, (2) payment to the Association of US\$300.00, or its equivalent in the respective national currency by his club in lieu of all future dues to the Association, and (3) approval by the International Board of Directors. Nothing herein shall prevent the local club from charging a Life Member such dues as it shall deem proper.

**(f) Associate Member:** At the International Convention in Montreal, Canada, the Lion delegates voted in favour of a Resolution to add a membership category to the International

Constitution and By-Laws relating to Associate Member. \* Associate membership is available to members holding active membership in one Lions club but by virtue of maintaining a residence or employment in another community have an interest in becoming associated with another Lions club. The Associate member status is conferred by invitation of the Club board of directors. The conferring board is obligated to review the associate member status annually. International and district dues are not assessed on the associate member but are assessed on the club in which the associate maintains active membership. The club conferring associate status may assess its associate such club dues as it deems appropriate. The conferring club does not report an associate on its

membership and activities report. A person wishing to hold an associate membership with another Lions club would need to approach the additional Lions club and ask the Board of Directors to confer an invitation of membership. The Board of Directors is obligated to review this associate status annually. As an example, a Lion residing in Narrogin has a holiday home in Mandurah. This Lion could ask to become an associate member of one of the Mandurah Clubs and officially retain his formal membership in Narrogin. The Narrogin club would report the member on the WMMR form as an active club member with delegate strength counted and International and District dues charged accordingly. The Mandurah club would not report the member on an WMMR, but, would charge local dues to the Associate Member, as the club would deem appropriate. The Associate Member would not be eligible to hold any office but, may be eligible to vote on local club matters.

(g) **Affiliate Member:** This category of membership, instituted through a motion passed at the International Convention in 1997, is aimed at those people who are unable to be active members of the Club (not able to attend meetings or projects), but who wish to support the club in its community service and to wear the Lions Badge. Affiliate membership may be offered to a new member, or to an existing member who is concerned that they are not able to fully participate in club activities. It also enables former members to rejoin, even though they cannot take a full part in Lions affairs. An affiliate may vote on club matters when able to attend meetings, but cannot hold office, at any level. They are liable for dues at District, Multiple District and International level. And such other dues as the club may levy must also be paid.

Should you have questions about these new policies, please contact International Headquarters Legal Division or Membership Division... Our constitution makes provision for members who do not attend meetings regularly to be dropped. The creation of this new category of membership recognises that our world is changing, and caters for those who could otherwise be lost to Lions. Life Members shall have all privileges of Active membership so long as they fulfil all obligations thereof. All International Presidents, upon retiring from office, shall automatically become Life Members of their respective Lions Clubs, without cost to such clubs. 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.

***(In connection with Life membership of the Association it should be noted that both Multiple District and District dues are still payable by the club on behalf of Life Members)***

Classification: A Lions Club may, at its discretion, grant and maintain membership on a classification basis. A classification shall be defined as any major phase of, or interest in, a business or profession. Not more than two (2) Active Memberships shall be granted in any classification. Classifications may be established for Associates, Father and Son,

Proprietors, Partners, Officers, Managers and such other categories as the local club may determine.

No person shall simultaneously hold membership, other than Honorary, in more than one Lions Club and no person shall simultaneously hold membership, other than Honorary, in a Lions Club and any other service club of like character.

## **OFFICIAL PROTOCOL**

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Once protocol has been set then a speaker may use an abbreviated version.

### **A. Order of Precedence**

Lions shall be recognised in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a)
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairmen, Council of Governors (a)
8. District Governors (a)
9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer
12. Past Council Chairmen (c)
13. Immediate Past District Governor (a)
14. Vice District Governors (a)
15. Second Vice District Governor
16. Past District Governors (c)
17. Multiple District Secretaries (volunteer) (a)
18. Multiple District Treasurers (volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Coordinator (a)
22. Zone Chairmen (a)
23. District Chairmen (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

Explanation of notes used above:

- (a) When more than one is present, they shall be recognised 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 recognised for the highest one. In areas that have positions in addition to those listed above, they should be recognised in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognised 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 chairman (see below).

### **C. Head Table Seating**

The presiding officer or meeting chairman must always be seated at the most central seat the table when there is no central podium, shown as seat number one in the following diagram (figure 1) The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairman or presiding officer (who would normally be the Club President, District Governor, Council Chairman or International President).

Figure 1

(Audience)

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same except the meeting chairman or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

Figure 2

(Audience)

7	5	3	1	Podium	2	4	6	8
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When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

#### **D. Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairman 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 distinct 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 chairman 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.

## **Club Structure**

### **Officers' Duties:**

#### **President**

Is the chief executive officer of the club who presides at all meetings of the board of directors and the club. The president issues the call for regular meetings and special meetings of the board of directors and the club, and appoints the standing and special committees of the club while cooperating with chairpersons to ensure regular functioning and reporting of such committees. He/she sees that officers are elected as provided for by the constitution and by-laws, and cooperates with, and is an active member of the district governor's advisory committee of the zone in which this club is located.

#### **Immediate Past President**

He/she and the other past presidents officially greet members and their guests at club meetings and represent the club in welcoming all new service-minded people in the community served by the club.

#### **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 the club as the president designates.

#### **Secretary**

Under the supervision and direction of the president and the board of directors, and is the liaison officer between the club and the district in which the club is located, and the association.

The secretary:

- Submits regular monthly membership reports and other reports specified by the association
- Submits upon request reports to the district governor's cabinet including copies of monthly membership and monthly or annual activities reports
- Cooperates with and serves as an active member of the district governor's advisory committee of the zone in which the club is located
- Has custody of and maintains general records of the club, including minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts
- Arranges for issuance, in cooperation with the treasurer, of semi-annual statements to each member for dues and other financial obligations owed to the club, collects and turns dues over to the club treasurer and obtains a receipt

- Gives bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors

### **Treasurer**

- Receive all monies from the secretary and deposit the currency in a bank or banks recommended by the finance committee and approved by the board of directors
- Pay the club's obligations authorized by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors
- Have custody of and maintain general records of club receipts and disbursements
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club
- Give bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors

### **Lion Tamer** (*Optional*)

The Lion tamer has charge of and is responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books, etc. He/she puts each item in its proper place before every meeting and returns the items to the proper storage area after each meeting. He/she acts as sergeant-at-arms at meetings, seeing that those present are properly seated, and distributes bulletins, favors and literature as required at club and board meetings. He/she ensures that new members are welcomed to the club and sit with a different group at each meeting so that the new members become better acquainted.

### **Tail Twister** (*Optional*)

He/she promotes harmony, good fellowship, and enthusiasm in the meetings through appropriate stunts, 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 the club, and no member shall be fined more than twice at any one meeting. The tail twister may not be fined except by the unanimous vote of all members present. All monies collected by the tail twister shall be immediately turned over to the treasurer and a receipt shall be given.

### **Membership Director**

The membership director is the chairperson of the membership committee. His/her responsibilities include:

- Developing a club membership growth program and presenting the program to the board of directors for approval
- Encouraging the recruitment of new qualified members at club meetings

- Ensuring implementation of recruitment and retention procedures
- Preparing and implementing member orientation sessions
- Reporting to the board of directors ways to reduce the loss of members
- Coordinating with other club committees in fulfilling these responsibilities
- Serving as a member of the zone level membership committee.

### **Board of Directors**

The members of the board of directors are the president, immediate past president, vice president(s), secretary, treasurer, Lion tamer (optional), tail twister (optional), membership director, branch coordinator, if designated, and all other elected directors.

The board of directors shall have the following duties and powers:

(1) It is the executive board of the club and is responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the 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.

(2) It authorizes all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.

(3) It has the power to modify, override or rescind the action of any officer of the club.

(4) It ensures that the books, accounts and operations of the club are audited annually or, at 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 the club. Any member of the club in good standing may inspect the audit or accounting upon request at a reasonable time and place.

(5) It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.

(6) It appoints the surety for the bonding of any officer of the club.

(7) It does not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of the club by which funds are raised from the public. 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.

(8) It appoints, subject to approval of the club membership, the delegates and alternates of the club to district (single, sub- or multiple) and international conventions.

(9) It maintains 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 is to be established to record activity or public welfare monies raised by asking support from the public. Disbursement from such funds is to be in

strict compliance with item (7) above.

### **Committees:**

Committees contribute to the success of a club by concentrating on a specific area and making sure that the club's goals in that area are met. Typically, committees are formed to focus on areas such as club meeting programs, community service, fundraising projects, club finances, membership development, public relations and constitution and by-laws. Clubs are encouraged to appoint an information technology chairperson to coordinate the club's use of technology. Clubs may form additional committees as deemed necessary.

### **Leadership Skills**

As club officers, developing and nurturing leadership skills is very important. Club members will be looking to you for guidance, motivation and to help solve problems, if necessary.

Together, your leadership team will help keep the club moving towards its goals. The Leadership Division at International Headquarters provides several resources to the district leadership development chairperson to assist you with developing critical leadership skills.

The Lions Leadership Resource Center, accessible via the association's Web site, offers easy access to leadership development tools and resources. Visit the center at <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>

### **Status Quo and Club Cancellation**

Status quo is a temporary suspension of a club's charter, rights and privileges, as well as obligations. Status quo clubs should not submit a Monthly Membership Report or submit changes in membership. A club can remain on status quo for only 90 days. Within 90 days, a status quo club must be released from status quo or its charter may be cancelled. Justifiable conditions for placing a club on status quo include:

- Failure to comply with the objectives of the association or conduct unbecoming to a Lions club
- Failure to fulfill any other obligations of a chartered club, failure to submit Monthly Membership Reports for three or more consecutive months, or failure to hold regular club meetings
- Failure to pay district or multiple district dues
- Verification of non-existing club
- Decision of club to disband
- Decision of club to merge with another club

Clubs are encouraged to consult their zone chairperson, first vice district governor, second vice district governor and district governor if any of these conditions exist in the club to prevent being placed on status quo.

If a Lions club decides to disband, the club is strongly encouraged to first contact its district governor, who will begin procedures to cancel its charter.

### **Financial Suspension of Clubs**

A Lions club can be suspended automatically if it has an outstanding balance of more than US\$1,000 or US\$20 per member, whichever is less, over 150 days old.

A suspended club can be reactivated within 90 days by paying the outstanding balance in full, or committing to a payment plan and making monthly installment payments.

If not, the charter of the club can be cancelled automatically after the suspension period of 90 days. Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status

### **Lions Clubs International Trademark Policies**

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

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

For a complete copy of the association's trademark policies, please refer to the Lions Clubs International Web site, [www.lionsclubs.org](http://www.lionsclubs.org) or [legal@lionsclubs.org.au](mailto:legal@lionsclubs.org.au)

The club president has no absolute authority. The president's authority to act must come from directives from the board of directors, the club as a whole, the club's constitution and by-laws, or the Standard Form Lions Club Constitution and By-Laws (LA-2). What the board of directors can and cannot do by itself is set forth in the Standard Form Lions Club Constitution and By-Laws. This information is published on the association's Web site. Similar information may be referenced in the club's constitution and by-laws. Any club rule, procedure, by-law or constitutional provision that is contrary to the constitution and by-laws of the club, district, multiple district or the International Constitution and By-Laws (LA-1) is not valid.

# Rules of Debate

## 1.0 Preamble

It is important that the President or Chairman of a meeting has a clear knowledge and understanding of the Rules of Debate, but it is also equally important for each participating member to know the rules under which the meeting is being conducted.

In a Lions Club the basic objective is to harness and direct the collective “know how” of the group into meaningful discussion, leading to effective and efficient decision-making and action. Lions International Multiple District 201 accepts as a standard “Law and Procedure at Meetings in Australia” by Joske. This book, however, has a legal background and is unnecessarily complicated for an ordinary Lions meeting. While still accepting Joske as the authority, the following abridged rules are recommended for use by your club. They are not for the purpose of scoring points against each other, or for long debates on technicalities, but rather to ensure uncomplicated and efficient processing of business.

Good fellowship must be the keynote of all our meetings and when all else fails the “Rule of Commonsense” must prevail.

## 2 Rules of Conduct

**2.1** No member shall address the assembly without first obtaining permission and direction from the President or Chairman, and he shall address himself to the Chair.

**2.2** The President or Chairman may remain seated during normal business, but members addressing the meeting shall stand. The exception is when the President is making a specific report or introducing guests

**2.3** Members speaking shall confine themselves to the question under debate and avoid personalities and indecorous language.

**2.4** The mover of a motion shall be allowed a maximum of 4 minutes, and his right of reply shall not exceed 3 minutes. All other speakers, including the seconder, shall be limited to 3 minutes, provided that an extension may be given to any speaker by resolution of the meeting.

**2.5** No new matter shall be introduced in the reply and all speakers should avoid tedious repetition and trivia.

**2.6** Questions must be directed to the Chairman and he may direct the mover to reply, provided such reply must not exceed 2 minutes and shall be confined to the question alone and shall not be considered his right of reply.

**2.7** Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure that such intention has the approval of the President and is placed on the agenda.

## 3 The Motion

**3.1** A motion is usually positive in nature beginning with the word “that”. It should be carefully researched and worded, and where possible a copy submitted to the President and Secretary in writing.

**3.2** The motion must be moved and seconded before discussion and the motion lapses if a seconder is not forthcoming. It is acceptable for a member to second a motion in order to hear the proposal. He is not committed to vote for the motion.

**3.3** After the motion has been formally moved and seconded, the proposer may speak to the motion for a maximum of four minutes.

- 3.4** The seconder shall then be invited to speak for a maximum of three minutes. He may request a deferment but loses this right if the debate is terminated before he speaks.
- 3.5** If the above two speakers, ie mover and seconder, speak for the motion, the Chairman must then call for two speakers against the motion. Thereafter, speakers for and against must be selected alternately until the debate is exhausted or terminated.
- 3.6** If there are no speakers against the motion, it may be put to the meeting immediately.
- 3.7** No person shall speak more than once on a question, but a motion and an amendment are considered to be different questions. A member therefore who has spoken to the motion may speak again to an amendment.
- 3.8** If an amendment is moved and debated, the mover of the original motion is given right of reply before a vote is taken on the first amendment.
- 3.9** If any member feels more time or investigation is needed, provision is made later in these rules under formal motions for the debate and consequent decision to be adjourned.

## **4 Amendments**

- 4.1** Amendments are the main cause of confusion at meetings, as members, and even the chairman can easily lose the thread of the debate. The Golden Rule therefore is one step at a time, and good sense suggests only one amendment at a time.
- 4.2** In matters of a complex nature, it helps if every member has a copy of the motion in front of him. The simple rules governing amendments are:-
- 4.3** An amendment must not be a direct negative to the motion. The simplest way to negate a motion is to vote against it and indicate your intention and reason for doing so in the course of the debate.
- 4.4** An amendment is an alteration to the wording of a motion. It may leave out certain words, change certain words or add certain words, but the basic intention of the motion must remain and the amended motion must stand up to common sense interpretation.
- 4.5** More than one amendment may be made to the original motion but amendments to amendments are not permitted. For example, a motion may contain several elements such as a basic purpose or intention, a method, a time, a place and a cost. While maintaining the basic purpose or intention, any or all of the other elements may be altered by amendment either singly or collectively.
- 4.6** The wording of a motion may also be amended to assist common sense interpretation of its intent.
- 4.7** Further amendments [plural] may be foreshadowed to indicate a direction for debate, and the chairman, in his/her wisdom may decide the order of debate to ensure continuity.
- 4.8** After debate, each amendment must be voted upon, and if passed, the amended motion becomes the motion.
- 4.9** The mover of an amendment has no right of reply.
- 4.10** When all required amendments are in position, the amended motion is known as “The Substantive Motion”, and this must be finally voted upon to become a resolution of the club.

## **5. Voting**

- 5.1** Voting by proxy is not permitted..
- 5.2** An affirmative vote shall consist of a simple majority of members present providing they constitute a quorum.
- 5.3** A quorum shall consist of a simple majority of members in good standing [i.e. more than half the members must be present]

**5.4** If a motion is passed it becomes a resolution.

**5.5** Most resolutions require action of some sort and before the matter is closed, the President must ensure that responsibility for such action is clearly defined and delegated.

## **1. Formal Motions**

When a debate is becoming tedious, time consuming or perhaps heated, or when a member feels more investigation is required or more pressing business is on the agenda, several options are available in the form of Formal Motions as follows:-

All formal motions are subject to acceptance by the President or the Chairman and are not open to debate.

**1.1.** Point of order. [No seconder required]

No speaker shall be interrupted except on a “point of order”, when he shall sit down until the President or Chairman, whose decision shall be final in such matters, settles the point of order.

**1.2.** The closure. [no seconder required]

“I move the motion be now put”. This motion has priority if accepted by the Chairman and terminates the discussion if passed.

**1.3.** Adjourn the meeting. [seconder required]

“I move that the meeting be adjourned until.....” This motion terminates the meeting and applies to motions and amendments under discussion.

**1.4.** The previous question. [seconder required]

“I move that the question be not put now.” This motion prevents a vote being taken and shelves the motion for that meeting. It applies to motions – not amendments.

**1.5.** Proceed to the next business. [seconder required]

“I move that the meeting proceeds to the next business”.

**1.6.** Adjourn the debate. [seconder required]

“I move the debate be adjourned”.

**1.7.** Lie on the table. [seconder required]

“I move that the question lie on the table until....” Defers the matter to a more convenient time, which may be later in the same meeting or at a later date.

**1.8.** Raise motion from the table. [seconder required]

“I move motion [description] be raised from the table”. Raises the motion, which was previously laid on the table, and reintroduces it to the meeting. The President or Chairman should have the secretary read the motion and then invite speakers to the motion.

### **NOTES:**

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## TYPES OF MEETINGS

### **Board Meetings**

These meeting should be used to set direction for your club. Your board should discuss all correspondence and decide on a recommendation to be made to your club at the next meeting. It may not be necessary to hold a Board meeting every month but these meetings should be used to sort out possible contentious decisions or when there is a lot of decisions to be considered

Remember the Board can only make recommendations all decisions must be ratified at a meeting of all the members. Keep control of the meeting by using standard debating procedures. Do not allow personalities to rule the meeting all board members have to right to give their opinion. Form positive motions to be taken to the club, be precise with your recommendations.

### **Business Meeting**

This is the time to conduct the business with in your club, it is important that you have an agenda and where possible stick to it. Remember start on time finish on time do not make the meeting too long 90 minutes to 2 hours maximum. The agenda should include a correspondence log, a list of any recommendations from the board and any motions to be raised.

Use the Rules of Debate to ensure your meeting doesn't get out of hand or bog down.

Give anyone who wishes to the opportunity to express their opinion

Make these meetings fun and meaningful not dull and boring, you can easily loose members if your meetings are meaningless and argumentative, be positive.

All motions should be positive and move the club forward.



## **Dinner Meeting**

Dinner meetings can be a mixture of business and social, they are a very good opportunity to have a guest speaker, make presentations or induct new members. Partners and other interested people should be invited to Dinner meetings. Keep the business session of the meeting to a minimum. A suggest format for a dinner meeting is:

Fellowship – at least 30mins

Call to Order – be prompt

Welcome – know who's here

Introduction of Guests – have members introduce their guests

Apologies

Invocation

Meal (A)

Lions - Ethics

Business Session (Correspondence, Reports) – to be kept to urgent business or board recommendations – keep reports interesting for partners and guests.

Meal(B)

Guest Speaker or Activity – be prepared if someone doesn't turn up.

Lions – Purposes

Meal(C)

General Business – optional

Thank You's and Fellowship

You may delete items not required or add in others as required.

## **Social Meeting**

As the name suggests, this is a social occasion business should be suspended and not discussed. You are there to relax and enjoy the fellowship of your members, partners and guests. It maybe simple as a bbq or a major function, use it as a bonding occasion to further unite the club.

You may like to have a theme or run a orientation quiz during these occasions.

## Section 2 Monthly Duties

<b>June</b>
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### **PRESIDENT:**

- Are all your plans in position? Are you ready to lead your Club for the next year?
- Have you appointed all your Committees?
- Have any Notices of Motion of a Project nature been sent to the Cabinet Secretary?
- The Cabinet Secretary must receive these motions 90 days prior to the District Convention.
- Has the outgoing Board of Directors considered carefully the wording of motion(s) to be brought forward at the District Convention, and have these been submitted?
- Have arrangements been finalised for the Club's Installation Night, and prepared a full agenda/program including a list of members designated for various duties on the night? Keep in mind this is the most usual time to hold the Club's AGM.

### **SECRETARY:**

- June MMR – Ensure that this has been done by outgoing Secretary – VERY IMPORTANT
- Ensure the Activity Report has been completed for each month or the entire year.
- Check that the Club has full supplies of forms, badges, new member's kits, etc. and that filing, members' records and information, etc. is completely current for your year.
- Make sure that you have had a full handover of files and record books, and get ready for your first meeting.

### **TREASURER:**

- Made arrangements for the audit of your Club's accounts in July. Has the outgoing Treasurer sent out accounts for dues for first 6 months of next Lions year?
- New account signatories at the bank (if applicable) for a clean changeover in July.
- Ensure that a motion is passed at your June Business meeting to authorise the signatories.
- Make sure you have an end of year balance plus cheque books and deposit books so that you are able and ready to go. Don't let everything go to the auditor and be unable to operate the Club's finances - it isn't necessary.

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## JULY

### **PRESIDENT:**

- Promote the District Convention to your members and have someone organise for accommodation of delegates and others that are attending.
- All Lions, etc. attending Convention must complete a Convention Registration Form. These forms will be printed in the District Newsletter and on the District Website.
- Any further nominations or motions to be placed before the Convention? - they must be received 60 days prior to the start of Convention.
- Arrange with the Secretary, Treasurer and Membership Chairman to attend the first District Governor's Advisory Meeting with you. Your Zone Chairperson will advise details.
- Arrange to hold your first board meeting to set direction and goals for the year

### **SECRETARY:**

- Complete your July MMR Report prior to the 15th of July using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed. Ensure you are using the current year's password as they are changed every year.
- Do the Monthly activity report at the same time as your MMR
- The membership figure this month (less the drops from the previous 12 months) is the qualifying figure for delegates at District Convention. (Refer Club Constitution Article XIV Section B).
- Check all members are receiving their copy of the "Lion". If not, log on to the MMR site and carry out an "Update Member" option.
- Forward any International and MD / District Membership Invoices direct to the Club Treasurer for immediate payment.

### **TREASURER:**

- International and Multiple District/District Dues invoices will be received. Accounts are to be paid immediately on receipt and then have them ratified at the next Board meeting.
- Send all members notice of dues if your predecessor did not do this last month.
- Also ensure that optional insurance premiums have been paid.
- The Club's accounts from the previous year must be audited, and a copy of the financial report sent to the Cabinet Treasurer. By-Laws requires submission before 30th September. This is also a requirement by Department of Consumer and Employment Protection (DOCEP) - the entity responsible for Incorporated bodies.
- Have your Club appoint an Auditor for the Lions year, and record the appointment in your minutes.

## AUGUST

### **PRESIDENT:**

- President and Secretary to attend first District Governor’s Advisory Meeting for your Zone, as convened by your Zone Chairperson. (Take the Treasurer and the Membership Chairperson too!!)
- Ensure that your Club’s order for Christmas Cakes has been placed.
- Have your Club members (and yourself) registered for the District Convention?

### **SECRETARY:**

- Complete your August MMR Report prior to the 15th of August using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Advise Cabinet Secretary of the names of Delegates and Alternates; also names of deceased Lions, Leos and partners of members since last year’s District Convention. (See Form 1 – names for Remembrance Ceremony and Form 2 – Club Delegates available on website, your Zone Chairperson and Cabinet Secretary) or in this book
- Check your copy of the MD Directory to ensure all details for your club, or for members who are Cabinet Officers, are correct. Please notify the Cabinet Secretary as soon as possible of any errors or omissions.

### **TREASURER:**

- Reminder - International and Multiple District/District Dues should have been paid by the due date stated on the invoice. Have yours been paid?
- Ensure financial report has been sent to Cabinet Treasurer (see July).

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<b>SEPTEMBER</b>
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**PRESIDENT:**

- District Convention next month
- Have you planned a full representation from your Club? (Refer Constitution Article XIV, Section B). Check that Form 1 – names for Remembrance Ceremony and Form 2 – Club Delegates were submitted to Cabinet Secretary by the due date as stated on the form.
- Have all your convention party registered with the Host Club?

**SECRETARY:**

- Complete your September MMR Report prior to the 15th of September using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Check that Form No.1 has been completed and names to be included in the District Convention Remembrance Ceremony – must have been received by the due date.
- Check Form No. 2 has been forward to Cabinet Secretary Names of Delegates and Alternates for the District Convention - must have been received by the due date.
- Do you have a full supply of New Member Kits and badges? If not, send order form to MD20 (Newcastle) Office for supplies.

**TREASURER:**

- Clubs with outstanding International dues can be placed in status quo at the end of this month. If un-financial, the Club Delegates will be unable to vote at the District Convention. Note Individual Lions nominating for Foundations positions must also be personally financial.
- An audited copy of last year's accounts must be submitted to the Cabinet Treasurer no later than 30th September.

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# OCTOBER

**PRESIDENT:**

- President, Secretary, and Membership Chairperson (Treasurer too!) to attend the second District Governor’s Advisory Meeting as convened by your Zone Chairperson.
- Will your Club increase its membership this year? Your Club Membership Chairperson should be operating a Membership Retention/Growth Program.
- Do you have members not attending meetings with whom you have lost regular contact? Do you have a member who needs help? If so, have the Membership Chairperson make contact.

**SECRETARY:**

- Complete your October MMR Report prior to the 15th of October using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR

**TREASURER:**

- Have you submitted the audited copy of your accounts to the Cabinet Treasurer?

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# NOVEMBER

## **PRESIDENT:**

- Review your Christmas cake project to ensure members have good outlets and that your final orders are placed before it's too late. Remember Christmas Mints are also available.
- Finalise plans for your Club Christmas function.
- If you and/or your secretary are going away for a holiday, have you made arrangements for your MMR to be submitted by another member?

## **SECRETARY:**

- Complete your November MMR Report prior to the 15th of November using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Advise members of decisions taken at the District Convention.

## **TREASURER:**

- Has your Christmas Cakes money started to come in? Remember that your account with MD20 MUST be paid by the end of January.
- Are you going on holiday? Make arrangement for the International and District/Multiple District dues to be paid in early January.

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<b>DECEMBER</b>
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**PRESIDENT:**

- Finalise Christmas function arrangements.
- Arrange for the Vice President to handle your affairs if you intend to be on vacation.
- Is your year on track. This is a good time to reflect and rededicate to your goals.

**SECRETARY:**

- Complete your December MMR Report prior to the 15th of December using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- If you as secretary will be away on holidays during December or January, you must arrange a reliable member to lodge your club's MMR's. These are still required at the usual time.
- In co-operation with Club Treasurer, send members their accounts for second half year dues.

**TREASURER:**

- Get Christmas Cake money in as soon as possible after selling cakes. You must finalise your Cake Account by the end of January with Multiple District.
- Send out Invoices to all members for half yearly dues. Have you made arrangements for International and District/Multiple District dues to be paid promptly during January?

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# JANUARY

**PRESIDENT:**

- Has your Club finalised payment of Cake Accounts?
- Have you appointed a Nominations Committee? The committee selects names of Lions for nomination at the Nominations Meeting for Club Officer Positions prior to the Election Meeting for the next Lions year. The Nominations Meeting should be held in February - give your members 14 days notice in writing.
- Plan for Multiple District Convention.
- This is “Founder’s (Melvin Jones) and Rededication Month”.
- Ask Club Members if they would like to be considered for positions on next year’s Cabinet and advise Vice District Governor of any interest shown.

**SECRETARY:**

- Complete your January MMR Report prior to the 15th of January using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed. If you are on holidays, be sure you have a Lion who will do the job for you.
- Do the Monthly activity report at the same time as your MMR
- Send half-yearly financial report to the Cabinet Treasurer.
- Advise members of the date and place of the Nominations meeting, in writing, at least two weeks prior to the holding of such meeting. Refer Club Constitution Article X “Elections” and substitute February in lieu March (Section A) for Nominations meeting to meet the Australian timetable.

**TREASURER:**

- Dues: Pay International, Multiple District and District Dues immediately to the Cabinet Treasurer, and ratify at next Board Meeting.
- Prepare your half yearly financial report for submission to your club and the Cabinet Treasurer.

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## FEBRUARY

### **PRESIDENT:**

- You should have already appointed a Nominations Committee to select names of Lions for the Nomination Meeting, which should be held during February.
- Decide the date for your election meeting in March.
- President, Secretary, Membership Chairperson (& Treasurer) to attend the third District Governor’s Advisory Meeting when convened by the Zone Chairperson.
- Plan for Multiple District Convention.
- Ask for Nominations for Delegates and Alternates for MD Conventions. (Refer Club Constitution Article XIV, Section B).

### **SECRETARY:**

- Complete your February MMR Report prior to the 15th of February using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Advise members of the date and place of the Nominations meeting, in writing, at least two weeks prior to the holding of such meeting. Refer Club Constitution Article X “Elections” and substitute February in lieu March (Section A) for Nominations meeting to meet the Australian timetable.
- With your President, consider the date for the Election Meeting to be held during March. Remember you must give 14 days notice in writing to all members, including the names of those nominated at the Nomination Meeting.

### **TREASURER:**

- Double check that all dues have been paid and that the half year financial statement has been submitted to Cabinet Treasurer.

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## MARCH

### **PRESIDENT:**

- Ensure that Club Election Meeting is held this month and that the Incoming Club
- Officers Reporting Form (PU101) is submitted to Cabinet Secretary by March.
- Ensure that the Board of Directors gives consideration to the date of Installation (Changeover) Night for the incoming Board and the appointment of an Installing Officer.

### **SECRETARY:**

- Complete your March MMR Report prior to the 15th of March using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Advise members in writing of time and place of Election Meeting. You must give 14 days notice in writing. (Refer Club Constitution Article X “Elections” and substitute 31st March for 25th April (Section D) to comply with the Australian timetable).
- Order any Club awards as indicated by President for the Installation Night. (Use MD20 Order form)
- Multiple District Convention is coming up.  
Please complete and submit Forms & 4 (Located from website) to the Cabinet Secretary by the end of March, even if you have no names to submit - this confirms your club’s intentions.
- Submit the Incoming Club Officers Reporting Form (PU101) to the Cabinet Secretary by March 31st. There is NO margin on that date WHATEVER! Please print email addresses EXACTLY as they are to appear. Also, check with members to ascertain updated contact details for incoming officers, and note any revision to your club details under ‘Revised Details’.

### **TREASURER:**

- International Office can place a Club in status quo at the end of this month if dues are still outstanding.
- Why not hold an “Internal Audit” of your books this month - it will make sure that your figures are ready for the auditor promptly and without a last minute panic at the end of the year.

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# APRIL

**PRESIDENT:**

- Have you arranged your Club’s Installation Officer, and made all other necessary arrangements for the Changeover Night? Time is getting short!
- Start training incoming Club President, Secretary, Treasurer and Membership Chairperson, and strongly encourage them to attend the Incoming Club Officers’ Forum in your area.
- Have all members received attendance awards to which they are entitled?
- The Multiple District Convention. How many of your club are going? Have they registered with the Convention Secretary? Please remind delegates they must register with both the Cabinet Secretary (for delegate status), through your club secretary, and they must register themselves with the Convention Secretary (for Convention Registration – hospitality and/or accommodation, etc.).

**SECRETARY:**

- Complete your April MMR Report prior to the 15th of April using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Multiple District Convention - if you have not completed the Delegate and Remembrance Forms as per March instructions, please do so immediately.

**TREASURER:**

- Arrange club audit programme with Auditor. Have you started your “Internal Audit”?

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**MAY**

**PRESIDENT:**

- Continue training the incoming Club President, Secretary and Treasurer. You will have received details of the Incoming Club Officers’ Forum date from the Zone Chairperson. Please ensure incoming President, Secretary, Treasurer and Membership Chairperson attend **EVEN IF THEY HAVE HELD THE POSITION BEFORE.**
- Plan details of Installation Night for Club Officers. Keep the following in mind.
  - o Date
  - o Venue
  - o Installation Officer
  - o Invitations to Club Guests and Civic Dignitaries
- For the 20 District Convention - Notices of Motion of a Project nature must be received by the Cabinet Secretary 90 days prior to the District Convention and Notices of Motion of an Administration nature 60 days prior to the Convention. Please ask your Board of Directors to consider carefully the wording of motion(s) to be brought forward at the District Convention.

**SECRETARY:**

- Complete your May MMR Report prior to the 15th of May using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- First semi-annual dues for next Lions Year are based on June MMR Membership figures. Make sure your true membership is recorded next month.
- Ensure that you have a full kit of forms, etc. for your incoming Club Secretary.
- Have you ordered all the Awards you will require for your Changeover Night? Send all orders (money with order) to Multiple District 201 Club Supplies Dept. Locked Bag 2000, Newcastle NSW 2300.

**TREASURER:**

- Prepare budgets for next Lions year.

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## JUNE

### **PRESIDENT:**

- Nominations for District Governor, 1ST and 2ND Vice District Governor and Host Club for the District Convention, and Directors of Foundations and Institutes must be received by the Cabinet Secretary 60 days prior to the date of the next District Convention. Has your club submitted nominations?
- Finalise arrangements for the Club's Installation Night, with a full agenda/programme including a list of members designated for various duties on the night.
- Does your new President have their President's kit from District administration?
- Done a good job? Have your secretary fill out the claim form for your Club Excellence Award without delay - they are available from the District website. Have the ZC sign it before sending to the Cabinet Secretary

### **SECRETARY:**

- Complete your June MMR Report prior to the 15th of June using your password as issued to you by LCI. Print a copy for your club records, this will enable you to check the information is correct and has been processed.
- Do the Monthly activity report at the same time as your MMR
- Notices of Motion of a Project nature must be received by the Cabinet Secretary 90 days prior to the District Convention and Notices of Motion of an Administration nature 60 days prior to the Convention.
- With incoming Secretary, check that the Club has full supplies of forms badges, new members kits, etc. and that filing, member's information, etc. is completely current for your year as Secretary.
- Advise members of the Multiple District 20 Convention decisions
- Done a good job? Apply for the District Club Secretary's Award?

### **TREASURER:**

- Make arrangements for the audit of your Club accounts in July, and with your new Club Treasurer send out Dues accounts for first 6 months of the new Lions year.
- Make sure that your incoming treasurer has an end of the year balance for all accounts (unaudited if necessary) and cheque books and all necessary equipment for the year ahead. Have the bank signatories been changed?

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## Section 3 - REPORTS

### MONTHLY MEMBERSHIP REPORTS

This report must be completed by the 15<sup>th</sup> of the month.

Go to the login page by entering

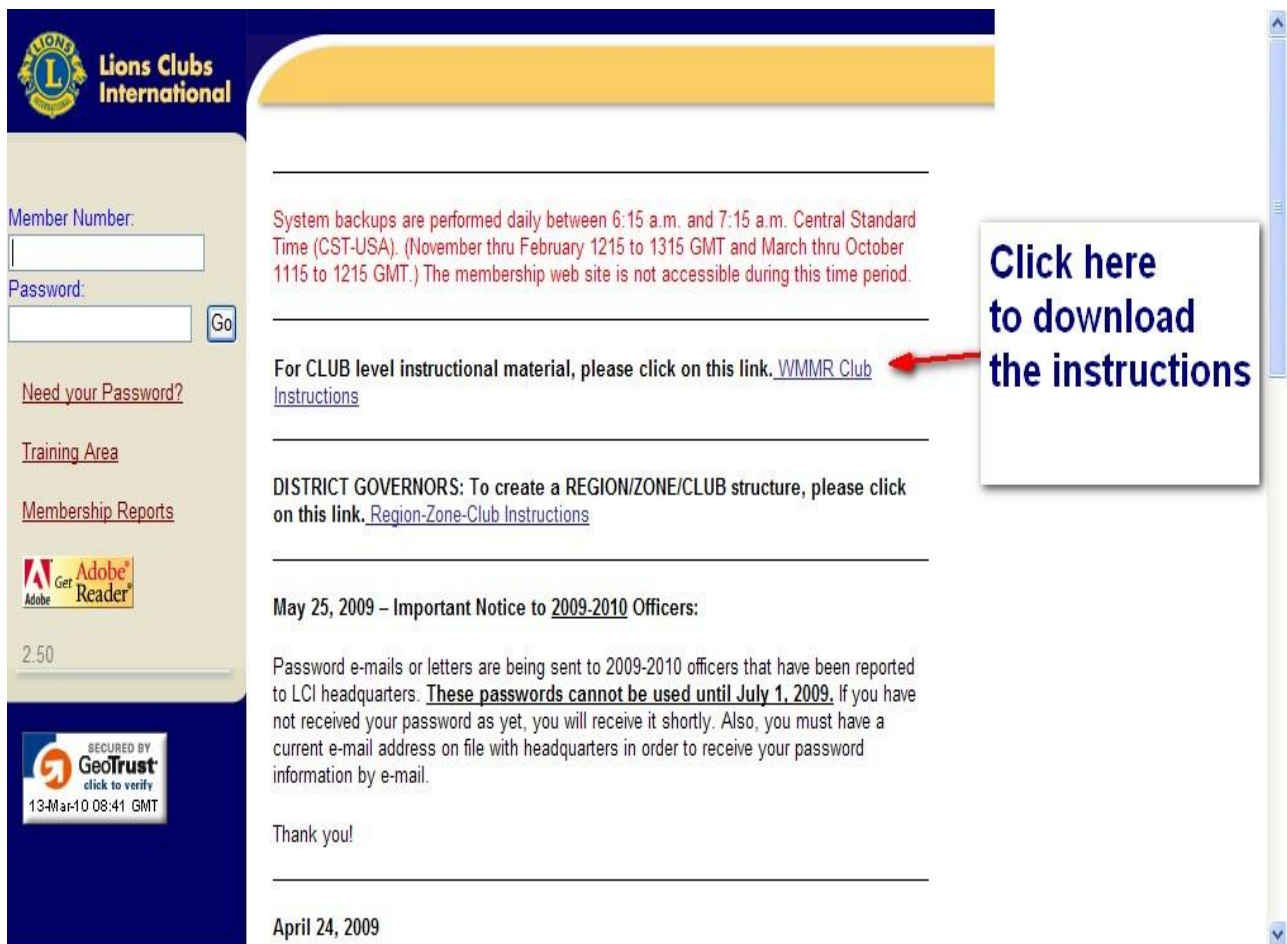
<https://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx>

then click on the LION's logo

This screen will appear.

As this site is progressively improved it is best to click on the instruction download as indicated below for the latest process.


This guide details all the actions available to you and should answer all your questions.




The screenshot shows the Lions Clubs International login page. On the left is a sidebar with the LCI logo, a login form with fields for Member Number and Password, and a 'Go' button. Below the form are links for 'Need your Password?', 'Training Area', and 'Membership Reports'. At the bottom of the sidebar is an Adobe Reader icon and a GeoTrust security seal. The main content area has a yellow header and contains several sections: a system backup notice, a link for 'WMMR Club Instructions' (highlighted with a red arrow and a callout box), a link for 'Region-Zone-Club Instructions', a notice for 2009-2010 officers, and a 'Thank you!' message. The date 'April 24, 2009' is at the bottom.

Member Number:  
  
Password:

[Need your Password?](#)  
[Training Area](#)  
[Membership Reports](#)

  
2.50

  
SECURED BY  
**GeoTrust**  
click to verify  
13-Mar-10 08:41 GMT

System backups are performed daily between 6:15 a.m. and 7:15 a.m. Central Standard Time (CST-USA). (November thru February 1215 to 1315 GMT and March thru October 1115 to 1215 GMT.) The membership web site is not accessible during this time period.

For CLUB level instructional material, please click on this link. [WMMR Club Instructions](#)

DISTRICT GOVERNORS: To create a REGION/ZONE/CLUB structure, please click on this link. [Region-Zone-Club Instructions](#)

May 25, 2009 – Important Notice to 2009-2010 Officers:  
Password e-mails or letters are being sent to 2009-2010 officers that have been reported to LCI headquarters. **These passwords cannot be used until July 1, 2009.** If you have not received your password as yet, you will receive it shortly. Also, you must have a current e-mail address on file with headquarters in order to receive your password information by e-mail.

Thank you!

April 24, 2009

**Click here to download the instructions**

This site should be used to record all your club and membership details and must be kept up to date at all times. Additional changes can be added after the 15<sup>th</sup> of the month.

The site undergoes a daily back up which takes approximately 1 hour. If the “GO” button is gray then the site is updating – try later.

**You will require your login and password as issued by LCI to access the site past this screen.**

Once log in select Membership or Club menus depending on what you need to do.  
**MEMBERSHIP** for MMR and membership changes  
**CLUB FOR** Club data & Reports including the Activity Report.

The screenshot shows the top navigation bar with the following items: Home, Membership, Club, Zone, Region, District, Multi-District, and Logout. A callout box on the right side of the page contains the text: "Select from these menus". Red arrows point from this callout box to the "Membership" and "Club" menu items.

The screenshot shows the "Membership Activity Page" with a dropdown menu labeled "Select a Reporting Month:". A callout box on the right side of the page contains the text: "Select the current month by clicking on the drop down arrow". A red arrow points from this callout box to the dropdown menu.

**BRUNSWICK JUNCTION (22922)**

Home | Membership | Club | Zone | Region | District | Multi-District | Logout

Add | Update | Review | Transfer In | Drop Out | Reinstate

Membership Activity Page

Select a Reporting Month: Mar 2010

**Please select one of these Membership options:**

- [ADD a Member](#) used for adding new members
- [UPDATE a Member's information](#) used to change details
- [REVIEW a Member's information](#) used to check details
- [TRANSFER a Member](#) used to Transfer a member INTO your club
- [DROP a Member](#) select the drop down reason box when dropping a member
- [REINSTATE a Member](#) used to reinstate a dropped member within 6 months

To report NO MEMBERSHIP ACTIVITY for this month, [click here](#)

If you have nothing to report click here then the ok button you may then get a message to do your Activity report.

**Once you have completed your membership changes or reported no membership activities for the month you will be prompted to do your Activity Report**

**As shown in the next sector.**

**If you want a hard copy of your MMR go to the Club menu  
Click on Reports then select print Monthly Membership Report  
The report will be displayed on the screen  
Then print the file.**

## ACTIVITY REPORT.

This information allows LCI to correlate all the activities that clubs perform through out the world. It can be entered and updated at any time of the month.

Once log on as per doing a MMR click on the "CLUB" menu, you see this screen

The screenshot displays the 'Club Administration Home' page for 'FREMANTLE EAST FREMANTLE (22933)'. The page features a navigation menu with options: Home, Membership, Club, Zone, Region, District, Multi-District, and Logout. Below the menu, there are links for Club Info, Club Officers, Family Units, Billing, Branches, District Officers, and Reports. The main content area includes a welcome message for 'ROBERT GORDON KAY', a 'Logout' link, and a list of club options with descriptions. A red arrow points to a link that says 'Activity Report for this month is not yet completed, click here to complete the report'. A callout box with the text 'To access the activity report click here' is positioned next to the arrow.

Click as indicated, you may also get the same message after completing a MMR, once accessed the report page will look as below.

**FREMANTLE EAST FREMANTLE (22933)**

Home | Membership | Club | Zone | Region | District | Multi-District | Logout

Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports

FREMANTLE EAST FREMANTLE

**IMPORTANT!!** To make certain your information is stored, click the "Save Report" Button within 20 minutes to avoid timing out and losing your entries. Repeat every 20 minutes, if necessary.

Please check the box next to an activity completed by your club.

**Lions Club Activity Report for March 2010**

**Community Services**

Community Services

- Aid to the disabled
- Aid to the elderly
- Building homes / Habitat for Humanity
- Citizenship
- Computer training
- Crime prevention
- Culture / the Arts
- Disaster relief / Lions ALERT
- Education / literacy
- Food bank / food distribution / crop planting

**Please ensure you save your report as you go.**

**The report is made up of a series of groups as indicated scroll down until you find your activity.**

To fill in the report click on the activity you have been carrying out then scroll down and fill in the boxes as required or necessary.

As indicated please ensure you save your report or the data will be lost.

It is easier to do this report on a monthly basis that way activities don't get forgotten and it builds up a yearly report for your change over.

## Section 4 – DOCUMENTS & FORMS

### ***Lions International - Purposes***

***TO ORGANIZE*** charter and supervise service clubs to be known as Lions clubs.

***TO COORDINATE*** the activities and standardize the administration of Lions clubs.

***TO CREATE*** and foster a spirit of understanding among the peoples of the world.

***TO PROMOTE*** the principles of good government and good citizenship.

***TO TAKE*** an active interest in the civic, cultural, social and moral welfare of the community.

***TO UNITE*** the clubs in the bonds of friendship, good fellowship and mutual understanding.

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

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

#### ***Lions Clubs International***

##### ***Vision Statement***

***TO BE THE GLOBAL LEADER*** in communities and humanitarian service

## ***Lions Clubs International - Code of Ethics***

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

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

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

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

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

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

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

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

### ***Lions Clubs International Mission Statement***

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

## **INSTALLATION FOR LIONS CLUB OFFICERS**

*INSTALLING OFFICER: It is my privilege and pleasure to be with you today to install the officers of this Lions Club for the coming fiscal year.*

Lionism began in June, 1917, when a young Chicago Insurance agent, Melvin Jones, presented to a group of separate business clubs the idea of consolidating the individual clubs into one strong influential club with the goal of helping the community and serving humanity without regard to politics, religion, race, or in any way the personal interests of the members.

The Lions are members of the largest service-oriented group of Clubs under an International organisation, where each member enjoys fellowship, develops leadership capacity and dedicates part of their free time to help those in need in their own community first, but also in the rest of the world.

**Lion Secretary, have the officers to be installed been properly elected to their respective offices?**

(The Secretary attests the election).

The fact that they have been elected by the members of their Club bears witness to the trust placed in them by their fellow Lions. In accord, I too am confident that they can be depended upon to serve their Lions Club and the humanitarian goals of Lionism to the best of their abilities.

It is not my intention to instruct them in detail in their various duties.

Their names will be filed in the office of Lions International, from which they will receive information and suggestions for carrying out their various duties. I know they can be depended upon to read and study this informative material carefully, and to execute their duties faithfully. I shall, however, call each officer to the dais, and briefly outline their duties in the club, so that both the officer and all the other Lions will fully understand the role he/she is to play in the Club.

The colors of purple and gold were selected as the official colours of the Association in 1917. To Lions, purple represents loyalty to country, friends, to one's self and to the integrity of mind and heart. It is the color of strength, courage and dedication to a cause. Gold symbolizes sincerity of purpose, liberality in judgement, purity in life and generosity in mind, heart and purse toward mankind.

### **INSTALLATION OF LION TAMER**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to serve in the role of Lion Tamer.

As such, you will be in charge of and responsible for the Club's property. You will see to it that the flags, gong, gavel and banner are properly placed. You are to assist the past presidents as the official greeters, always welcome and introduce all guests and see that places are provided for all.

Will you perform these duties to the best of your ability?

LION TAMER: "I will."

### **INSTALLATION OF TAIL TWISTER**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to serve in the role of Tail Twister.

As such, you will be responsible for maintaining harmony and encouraging good fellowship, life and enthusiasm in the best tradition of the Tail Twister. You shall impose and collect the fines at the meetings (and shall use your best judgement when doing so). Much of the success of the meetings will depend upon your resourcefulness in promoting stunts; fun and laughter, making the members forget, for a time at least, their business and any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship.

Will you perform these duties to the best of your ability?

TAIL TWISTER: "I will."

### **INSTALLATION OF MEMBERSHIP CHAIRMAN**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to serve your club as Membership Chairman.

As such, you will chair the committee that is responsible for the growth of this club. Please see to it that all prospective members are properly advised of their obligations to the club and Lions Clubs International.

Provide a meaningful induction, and assist the sponsors in keeping the new members informed and active in the club. The Membership Committee will also help with the retention of existing members.

Will you perform these duties to the best of your ability?

MEMBERSHIP CHAIRMAN: "I will."

### **INSTALLATION OF LIONS CLUB DIRECTORS**

INSTALLING OFFICER: Lions \_\_\_\_\_ and \_\_\_\_\_, you still have one year to serve as directors.

Lions \_\_\_\_\_ and \_\_\_\_\_, you have been elected to serve as directors on the Board for two years. With the other officers, you form what is termed the Board of Directors of the Club.

Your position is important because you will assist in formulating and executing the policies of the Club. You will faithfully attend the regular and special meetings of the

Board and your Club. You will give unselfishly of your time and effort to advance your club and Lions International.

Will you perform these duties to the best of your abilities?

LIONS CLUB DIRECTORS: "I will."

### **INSTALLATION OF VICE-PRESIDENTS**

INSTALLING OFFICER: Third Vice-President \_\_\_\_\_, Second Vice-President \_\_\_\_\_,

and First Vice-President \_\_\_\_\_, you will cooperate with the other officers and directors of your Club

in forming the policies that will guide your Club and its members. Additionally, each of you will oversee the functioning of committees whose performance is vital to the Lions Club. You will motivate the Lions membership to become active in all Club affairs.

Furthermore, you in order of your office and presence, will substitute for the President in his/her absence from any Club or Board of Directors Meeting.

Will you, as Vice-Presidents, perform these duties to the best of your abilities?

VICE-PRESIDENTS: "I will."

### **INSTALLATION OF TREASURER**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to serve your Club as Treasurer.

As such you will be custodian of all Club funds, depositing all monies received in such bank or banks as are designated by your Board of Directors. You will assist the Finance Committee in preparing a budget and such financial statements as may be necessary. You will disburse funds only upon direction of the Board of Directors.

You will give bond for the faithful performance of your duties; this is for your own protection and in keeping with recognised and accepted business procedure.

Will you, as Treasurer, perform these duties to the best of your ability?

TREASURER: "I will."

### **INSTALLATION OF SECRETARY**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to serve your Club as Secretary—

One of the most important offices in your Club. The success of your Club will be determined largely by the efficiency with which you perform the duties of your office.

You are the President's closest assistant. Under the direction of the President and the Board of Directors, you are the liaison officer between your club and Lions International and between your club and your District Governor's Organisation. You will receive many important

communications, and it is your duty to see that your Board of Directors and your club receive those, which require their attention. Among your duties as provided in the Lions International Constitution and By-laws, you shall submit regular monthly Membership

and Activities Reports to Lions International, with copies to District Governor, Region Chairman and Zone Chairman on forms provided for this purpose by Lions International. You shall keep the general Club records, including minutes of the Club and Board Meetings, committee appointments, officers' list, attendance records, list of Key members and a roster of members. You shall issue membership cards and you shall collect from all members and others, all monies due the Club, turning such funds over to the Treasurer. You shall furnish financial statements to the Board of Directors monthly, to the Club quarterly, and to Lions International semi annually. As part of your monthly report to the Board, you shall include the names of all members who are in arrears in payment of dues and those who have absented themselves beyond the attendance requirement provided in the Constitution and Bylaws. You are also an active member of the District Governor's Advisory Committee and as such you will attend the quarterly advisory committee meetings of your Zone. Will you, as Secretary, perform these duties to the best of your ability?  
SECRETARY: "I will."

### **INSTALLATION OF PRESIDENT**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have been elected to the office of President of your Club.

You are its Chief Executive Officer, and will be expected to preside at all meetings of your Club and regular and special meetings of your Board of Directors. You will, in accordance with the Lions International Club Standard Organisation Plan, appoint Administrative and Activities Committees necessary to the functioning of your Club, and act as an ex-officio member of each of these committees. With the assistance of your Vice-Presidents, you

shall see that these committees function. You are also, with the club secretary, an active member of the District Governor's Advisory Committee and as such you will attend the quarterly advisory committee meetings of your Zone. In addition, you shall serve as an example of spirit and dedication for the Lions Club members, and you shall show each member that you care about their participation in the Club and the unique talents they have to offer in the service of others through your Lions Club. Keep in mind that at the end of your term of office you will be called to give an account of your stewardship.

Your record of achievement will then be history. This record in years to come will be compared with the records of other presidents. Your fellow members - not you - will be the judge and the jury. Now is the time to plan, and take steps to continue to build your club in every way possible

so that it may be an example to other clubs, and a credit to the community, the district and to Lions International.

Will you, as President, perform these duties to the best of your ability?

PRESIDENT: "I will."

## **INSTALLATION OF IMMEDIATE PAST PRESIDENT**

INSTALLING OFFICER: Lion \_\_\_\_\_, you have served your Club well during your Presidency, And the membership still has need of your knowledge and leadership. You will serve as a member of the Board of Directors, and you will lend assistance to the incoming President, providing him/her with needed records and reports, and sharing with him/her what you have learned in your Presidency. You will continue to exercise the

same concern for the involvement of all Lions in Club Activities, as you did during your term of office.

Will you perform these duties to the best of your ability?

IMMEDIATE PAST PRESIDENT: "I will."

## **ADDRESS TO LIONS OFFICERS AND DIRECTORS**

INSTALLING OFFICER: Lions Officers and Directors, the policies and the achievements of this Lions Club will depend largely upon your actions. You shall authorize all expenditures. So may I, at this time, caution you not to create any indebtedness beyond the income of the club, nor disburse funds for purposes that are non-essential to the objects of the club?

I ask you now, will you individually and collectively promise to stand by your Club, live with it and work with it, and give as much of your time and effort as is necessary to properly perform your official duties?

LIONS OFFICERS AND DIRECTORS: "I will."

## **ADDRESS TO LIONS MEMBERSHIP**

INSTALLING OFFICER: Will all the Lions Club members please rise? Fellow Lions, you have entrusted these Lions with the responsibilities of your Club for the coming year, and they have pledged themselves to perform their duties to the best of their abilities. For them to succeed, and, in turn, for your Lions Club to succeed, these officers and directors, and your Club must have the fullest support of each and every one of you. Lions, I now ask you, will you faithfully assist the leaders of your club, and will you give of yourselves, actively and unselfishly, so that your Club will prosper and so that the noble goals for which it strives will be met?

LIONS CLUB MEMBERS: "I will."

INSTALLING OFFICER: It is my pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

## **Immediate Past President**

Pass on the Clubs – Gong, Gavel and Clubs Charter  
(Address President)

Lion President, you have received the Clubs – Gong, Gavel and Charter, as a token of your club's esteem and confidence in you, and as your symbol of authority. On behalf of

the membership of your club, I want to assure you of their readiness to follow your leadership during your term of office.

And now Lion \_\_\_\_\_, it is my extreme personal pleasure to congratulate you upon the honour your club has conferred in electing you as it's Chief Executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.

## **New Member Induction Ceremonies**

*The Induction Ceremony is the symbolic beginning to a member's service as a Lion.*

### **Suggested Ceremony Order**

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

### **Suggested Presentation Wording**

Following is suggested wording for the different facets of the Induction Ceremony as described in the Suggested Ceremony Order above. Feel free to change the wording as necessary to reflect local customs, add further information or reflect the presenter's communication style.

#### **1) Call to Order**

We are about to begin our New Member Induction Ceremony, in which we will induct \_\_\_\_\_ new members into our club. At this time, I would like to call each of the new members and their sponsors. As their names are called, will the sponsors and new members please rise and come forward. Please hold your applause until all the names are announced. Thank you. (*Insert new member names and sponsor names.*)

#### **2) Welcome**

Ladies and gentlemen, on behalf of the officers and members of the \_\_\_\_\_ Lions Club, I want to express our sincere pleasure at your presence at this meeting. You have been invited to become members and we are all extremely proud that you have accepted membership in our club and Lions Clubs International.

The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is

also a key element in the lifelong retention of a member. A thoughtful induction, followed by a thorough orientation and meaningful involvement in the club's activities will keep a new member interested and engaged in the club. (or – alternate: will help the new member feel that he/she is a valuable part of the club.)

While it is customary for the club president to induct new members, it is certainly appropriate to have a former international or district officer, the Membership Committee chairperson or a well-respected senior Lion conduct the ceremony. Induction Ceremonies will vary depending on local customs or activities of the club and district. *Also, it is acceptable and encouraged to adapt the New Member Induction Ceremony to the affiliate membership category.* When planning the ceremony, it is important to keep in mind that it should be dignified and meaningful for the participants.

Following are some ideas for creating an appropriate and meaningful Induction Ceremony, as well as suggested wording for the presentation.

Membership in a Lions club is a privilege. You have joined the world's largest and most active service club organization; a group of more than 1.4 million men and women in \_\_\_\_\_ clubs in \_\_\_\_\_ countries and geographical areas around the globe, who are dedicated to making a difference. Through your membership, you will help our club reach out to people in need in our community, and throughout the world.

### **3) Lions Clubs International History**

You are becoming part of a distinguished service history that dates back to 1917, when Lions Clubs International began as the dream of Chicago insurance man Melvin Jones. He believed that local business clubs should expand their horizons from purely professional concerns to the betterment of their communities and the world at large. Jones' own group, the Business Circle of Chicago, agreed. After contacting similar groups around the country, an organizational meeting was held on June 7, 1917, at the LaSalle Hotel in Chicago, Illinois, USA. The new group took the name of one of the groups invited, the "Association of Lions Clubs," and a national convention was held in Dallas, Texas, USA in October of that year. Thirty-six delegates representing 22 clubs from nine states were in attendance. The convention began to define what the association was to become. A constitution, by-laws, objects and code of ethics were approved. Since that humble beginning, Lions club members have volunteered their time and talents to meet needs wherever they exist. Lions are especially dedicated to serving the blind and visually impaired, a commitment made after Helen Keller challenged our members to become her "knights of the blind in the crusade against darkness" during the 1925 convention in Cedar Point, Ohio, USA.

Our motto, "We Serve" perfectly exemplifies the dedication to helping those in need felt by Lions worldwide. Your membership in the \_\_\_\_\_ Lions Club will help us carry on this tradition of service for many years to come.

#### 4) Local Club History

Our own club was founded in \_\_\_\_\_ (year). For \_\_\_\_\_ years we have been tirelessly serving those in need in \_\_\_\_\_ (your town). With projects ranging from \_\_\_\_\_ to \_\_\_\_\_,

the \_\_\_\_\_ Lions Club is committed to bringing the unparalleled services of Lions Clubs International to our community. *(Add additional relevant information about your club and the exemplary work it has done within your community.)*

Your club belongs to Lions Clubs International, the world's largest service organization founded in 1917 and comprising 1.4 million members belonging to 45,000 Lions club worldwide. Throughout its proud history Lions Clubs International has brought unparalleled humanitarian services to more than 204 countries and geographic areas around the globe and all continents. You will find that membership in our Lions club will offer many opportunities for personal growth. Not only can you experience the incomparable feeling you receive from volunteering, but you will also have the chance to hone leadership, communication and organizational skills. You can develop friendships that last a lifetime, meet other Lions from all corners of the world and contribute ideas that will help our club be an even more valuable part of our community. Your membership in the \_\_\_\_\_ Lions Club will allow us to reach more people in need, in both our local and world communities. The officers and members of this club are thrilled that you have chosen to help us continue the legacy of Lions Clubs International by improving the lives of the less fortunate and making our community an even better place to live.

#### 5) Suggested Pledge 1

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you repeat after me the Obligation of Membership: I do hereby accept membership in the \_\_\_\_\_ Lions Club knowing that such membership encourages me to participate in functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, and contribute my share to the programs of my club, district and Lions Clubs International. You are now officially a member of the \_\_\_\_\_ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership.”

#### Suggested Pledge 2

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you respond to my words with a simple ‘I do’ or ‘I will.’ Do you hereby accept membership in the \_\_\_\_\_ Lions Club knowing that you are encouraged to participate in functions of the club?

- I do –

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

- I will –

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

### **Suggested Pledge 3**

“I, \_\_\_\_\_ in the presence of the members of the \_\_\_\_\_ Lions Club, take this solemn obligation to abide by the constitution and By Laws of the club and that of Lions Clubs International, to attend all meetings regularly, to support and further the interests of the club in all its undertakings, and to contribute my fair share towards the financial support of the club. I further declare that I will assist in maintaining, building, and strengthening the membership of the club. Furthermore, I will help the club by actively serving on committees and in other capacities where my efforts are needed, and that, I will practice the principles of the Code of Ethics and the Purposes of Lions Clubs International. By the power vested in me by Lions Clubs International I now declare you as having been inducted as a Lion in Lions Clubs International. Congratulations!”

### **6) Pin Presentation**

(Sponsor presents pin to new member.)

“Now, I would like to ask the sponsor, Lion \_\_\_\_\_ to respond to my words with a simple ‘I will.’

Will you fulfill the following obligations?

- Be a sponsoring ‘mentor’ for your new lion;
- Make your new member feel welcome;
- Introduce your new member to all club members;
- Provide your new member with information about the club, its officers and constitution;
- Arrange for orientation sessions for the new member;
- Be ready and willing to answer any questions that might arise;
- Encourage the new member to discuss with you any problems and offer possible solutions;
- Assist the new member in developing into an outstanding Lion?”

- I will –

### **7) Closing Statement**

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

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

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

Please welcome your newest Lion/s