



Zone Chairperson Manual

Lions Clubs International Objects

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

TO PROMOTE the principles of good government and good citizenship.

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

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

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

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

Lions Clubs International Code of Ethics

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

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

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

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

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

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

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

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

Mission Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.



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INTRODUCTION

Your role as zone chairperson is very important to the association. As a leader you will motivate, counsel, and communicate with volunteers from all walks of life who have chosen, just like you, to be members of clubs which belong to the world's largest service organizations, the International Association of Lions Clubs. By keeping the district officers informed of the clubs' activities and by encouraging the clubs to support district, multiple district, and international programs, the zone chairperson will be able to foster a spirit of communication and unity among all Lions in the zone.

As a motivator a zone chairperson should:

- Recognize the efforts of the club officers and offer them help
- Promote enthusiasm among Lions for their club's community service projects
- Encourage team spirit and unity among club members
- Point out the importance of respecting and working with other club members
- Encourage members of each club to participate in district events, conferences, and training
- Encourage members to accept leadership challenges

As a counselor a zone chairperson should:

- Offer direction and support to clubs
- Inform clubs of resources available from the association and the community
- Listen to the concerns of the clubs
- Offer amicable resolutions to misunderstandings and problems
- Provide guidance to weak clubs and those on status quo
- Encourage strong successful clubs to set higher goals

As a communicator a zone chairperson should:

- Inform clubs of district and multiple district events and training opportunities
- Provide suggestions on how clubs can participate in district events
- Report the club's activities to district officers
- Promote the objectives of the International Association of Lions Clubs

ZONE CHAIRPERSON'S RESPONSIBILITIES

A zone chairperson is the district administrative officer representing his/her zone. He/she under the direction of the district governor or region chairperson is accountable to them. The responsibilities of the zone chairperson are:

- To further the purposes and objectives of the International Association of Lions Clubs
- To work closely with all the district officers
- To attend all regularly scheduled meetings of the district as provided for in the district constitution
- To play an active role in organizing new clubs
- To serve as chairperson of the zone's District Governor's Advisory Committee and hold three meetings annually
- To visit regularly the meetings of each club in the zone within the first quarter of the term in office and to report these visits to the region chairperson (or the vice district governor if there is no region chairperson)
- To meet with the region chairperson (or vice district governor if there is no region chairperson) bi-monthly to review and discuss the status of the clubs in the zone
- To be informed about the activities and the well-being of all the clubs in the zone and to suggest and implement methods for assisting all the clubs within the zone, especially clubs on status quo, young clubs, and clubs with problems
- To initiate the exchange of ideas on programs, projects, activities, and fund-raising methods in the clubs
- To create a good understanding within clubs about the district, multiple district, and international programs
- To make sure that every club within the zone respects its constitution and by-laws
- To promote club representation at international, multiple district and district conventions by the full quota of delegates to which clubs are entitled
- To represent any club in the zone which has a problem with the district, the multiple district, or international headquarters
- To recommend qualified club presidents for the Club President Excellence Award and sign the application form
- To perform other functions and duties as required by the district constitution as well as the International Board of Directors and policies which affect the success of the International Association of Lions Clubs within the district.

DISTRICT ORGANIZATION

DISTRICT CABINET assists the district governor in making administrative plans and policies which affect the success of the International Association of Lions Clubs within the district. The voting members of the cabinet are the district governor, the immediate past district governor, the vice district governor, the region chairpersons, the zone chairpersons and the cabinet secretary and the cabinet treasurer (or the cabinet secretary/treasurer), and other Lions as specified by the district or multiple district constitution and by-laws. The cabinet holds four meetings annually.

DISTRICT GOVERNOR represents the International Association of Lions Clubs in the district. He/she has the responsibility of supervising all the clubs in the district. It is imperative that the zone chairperson work together with the district governor:

- To organize new clubs in the district
- To visit clubs on behalf of the district governor when authorized to do so
- To introduce the Club Rebuilding Program to weak clubs
- To assist the district governor with weak clubs by keeping him/her informed of their progress before the need for status quo arises international matters
- To reactivate status quo clubs
- To disseminate information to the clubs about district, multiple district and international matters

VICE DISTRICT GOVERNOR, under the supervision and the direction of the district governor, is the chief administrative assistant to the district governor. It is important that the zone chairperson and the vice district governor work together:

- To participate in the review of the strengths and weaknesses of the clubs of the district
- To prepare and submit to district governor reports on the clubs in the district when requested

REGION CHAIRPERSON (Optional position) supervises zones within the region. The region and zone chairpersons should work together to ensure the growth and success of the clubs in the zone. Together they must monitor and discuss:

- The status of each club
- The programs being conducted by each club in the zone
- The membership growth and attendance of each club in the zone

CABINET SECRETARY-TREASURER (OR SECRETARY AND TREASURER) is responsible for the district finances and record keeping. Some of the duties are:

- To send copies of the minutes of the cabinet meetings to international headquarters
- To send copies of the minutes to all the cabinet members
- To receive copies of the reports from the zone chairpersons and other district officers for review by the district governor and the cabinet
- To manage district accounts
- Ensure that all the clubs in the zone pay per capita dues on time

DISTRICT COMMITTEE CHAIRPERSONS, working with the governor and cabinet members, provide information to clubs and promote district and international programs. The association recognizes 23 district chairpersons, but the governor can appoint other district chairpersons as deemed necessary.

WORKING WITH CLUBS

No other district officer has a closer relationship with the individual clubs as does the zone chairperson. He/she should work with the clubs as an advisor and help them identify the specific needs of a particular club. To do so, a zone chairperson should visit each club in the zone. The zone chairperson's visits will reinforce his role as a counselor and as a resource person, and will also give him/her the opportunity to identify the strong clubs as well as the weak clubs.

Strong clubs exhibit these characteristics:

- They are well organized
- They have members who are enthusiastic and take pride in their club
- They have a steady membership growth
- They sponsor numerous service projects which meet the needs of the community
- They have successful fund-raising projects
- They have a strong public relations program
- They pay their dues on a timely basis and seldom have past-due accounts

Weak clubs exhibit the following characteristics:

- The members of the club lack initiative, unity, and are indifferent to each others' needs
- They have poor membership retention and/or growth
- They do not sponsor service activities to benefit the community
- They have no new member orientation programs and the club members do not attend functions sponsored by the district, region or zone
- They are delinquent in paying their dues and receive numerous past-due account notices
- They face the possibility of being placed on status quo

Diplomacy is most important when assisting weak clubs. Creating unity and harmony among club members may help the club become stronger. Identifying the main problems, listening attentively to the concerns of the members of the club, and giving constructive advice will bring stability and strength to the weak clubs.

CLUB REBUILDING PROGRAM can assist clubs which are considered to be weak by the zone chairperson and the district governor. The goal of this program is to improve the status of these clubs and avoid status quo. The following steps are suggested to rebuild a club:

- Consult the region chairperson (or the vice district governor if there is no region chairperson) and district governor about the weak clubs. If the district governor decides to initiate the Club Rebuilding Program, he/she appoints a Rebuilding Lion. It is essential that the zone chairperson, region chairperson (or the vice district governor if there is no region chairperson), and district governor coordinate their efforts when a club is in the rebuilding stage. It is also important that each one of the above officers work closely with the Rebuilding Lion.

- Enlist the assistance of district officers, including the district committee chairpersons, the sponsor club and the club's past officers. A Rebuilding Lion can benefit from their knowledge and experience.
- Investigate the club's entire situation by getting everyone's viewpoint.
- Identify a group of club members who are most interested in the survival of the club and enlist their help.
- Hold special meetings with the members of the club to gain information and input on club functions.
- Stand by the district governor and the decisions he makes as to the status of the club.

DISTRICT GOVERNOR'S ADVISORY COMMITTEE

The zone chairperson serves as chairperson of the zone's District Governor's Advisory Committee, which comprises the club presidents and club secretaries (and club treasurers where appropriate). The committee serves the governor and the cabinet in an advisory and administrative capacity.

The committee's duties are:

- To hold at least three business meetings during the fiscal year
- To assist the zone chairperson in making sure that every club operates efficiently according to the guidelines set by the constitution and by-laws
- To promote the attendance of club members at the annual district, multiple district and international conventions
- To assist the zone chairperson in promoting club attendance during charter nights within the zone
- To plan and discuss zone projects
- To discuss ways of assisting weak and status quo clubs
- To cooperate with the zone chairperson in promoting various functions for the clubs in the zone such as inter-club meetings, special functions observing district governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations. The Advisory Committee Meeting presents the ideal occasion during which the zone chairperson can promote and encourage unity among clubs. It also provides an opportunity to exchange ideas about club operations and to solve problems, if any.

A fourth meeting, or zone social, can be held during April or May as an occasion to honor a present or past district officer(s). Advisory Committee Meetings can be reported to the district governor using the DA-ZCM Form, a sample of which is shown in the back of this manual.

The following is a check list to help the zone chairperson in planning successful meetings:

- Select an evening when the majority of the clubs can be represented and send notices well in advance
- Appoint a reporting secretary, have a well organized plan for the meeting, make check lists

- Use name tags, visual aids, overhead projectors
- Encourage participation from all those who attend
- Following the meeting, send copies of the minutes to all club presidents, plus a summary of the items discussed. Clubs may want to use this information for their bulletins.

FIRST ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for discussion during the First Advisory Committee Meeting (in September):

- The duties of the club presidents and the secretaries
- The club's objectives for the year, including those of the district governor and the zone chairperson
- The association's international program
- The leadership development programs
- The sponsor's responsibilities towards the new member
- New member induction and orientation
- Plan of action needed to increase and retain members
- Club finances and the importance of fulfilling its financial obligations to the district, multiple district and international association
- The rules of the Club President Excellence Award
- The importance of the Monthly Membership Reports and their timely submission, and advantage of reporting online
- Possibilities of organizing new clubs

SECOND ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Second Advisory Committee Meeting (in November):

- Progress review of the club presidents' objectives and goals

- The sponsor's responsibilities toward the new member
- Plan of action needed to increase and retain members
- New member induction and orientation
- The club finances
- Progress report on organizing new clubs and promotion of attendance at charter nights

THIRD ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Third Advisory Committee Meeting (in March or April):

- The appointment of the club's nominating committee
- The filing of the PU-101 reports (Club's Officer Reporting Form), preferably online
- The club officer installation ceremony
- The club officers schools
- The audit of the club funds
- The selection of the convention delegates and the alternates for the district, multiple district and international conventions
- The Lions Clubs International award programs and the need for the club secretary to order the awards on time from headquarters

PLANNING THE YEAR

A model zone chairperson's calendar is provided for you in this manual. Important Lions Clubs International programs and events could be written on the calendar and the clubs in the zone informed. The zone chairperson's calendar of events can include additional events, such as:

- Region meetings
- District Governor's Advisory Committee Meetings
- Club meetings to attend
- Bi-monthly meetings with the region chairperson (or vice district governor if there is no region chairperson) and other zone chairpersons
- District conventions and conferences
- Multiple district conventions and conferences
- International convention
- Club officers schools
- Other special events to attend



2005-2006 CLUB PRESIDENT EXCELLENCE AWARD

The zone chairperson is one of the district officers who must recommend club presidents for the Club President Excellence Award. The zone chairperson may consult, at the district governor's discretion, the region chairperson about the recommendation. The district governor must also approve the recipient who was recommended for the award.

The official application for the Club President Excellence Award is included in the club secretary supplies. Club secretaries should complete the application. The application should be signed by the club secretary, the region or zone chairperson, and the district governor. Signatures of the respective officers certify that the club president has met all the requirements for the award.

The application form (DA-1 Form) for this award must be filled in, signed by the club secretary, region or zone chairperson as well as the district governor, and sent to International Headquarters by July 31 of the following year after the club president's term is completed. Faxes are acceptable.


If approved, the award shall be sent to the district governor for presentation.

A club president must fulfill the following requirements to qualify for the Club President Excellence Award:

1. The club has complied with the association's constitution and by-laws as well as the policies of the International Board of Directors, and has refrained from any action encouraging unauthorized uses of the name, goodwill, emblem, the marks "Lions," "Lions Club," "Lioness," "Leo," "Lions International" or "Lions Clubs International" and other insignias of this association.
2. The club has conducted at least one major service activity during the year in line with the International Program.
3. The club has accomplished at least two of the following:
 - (a) A net increase of one member for the year (PLUS ONE).
 - (b) Sponsorship of at least one Lions club.
 - (c) Qualified for the Club Retention Award.
 - (d) The club conducted a club retreat during the year.
4. The club does not have an unpaid balance of over US\$50 owed to international association as of March 31st, 2006.
5. The club has submitted each of the following three reports to International Headquarters by each due date:
 - (a) Monthly Membership Report (C-23-A)
 - (b) Annual Activities Report (A-1)
 - (c) Annual Club Officer Report (PU-101)
6. The president has attended all of the following Lions meetings during the year: (In case of emergency, a representative of the club president may attend on behalf of the club president.)
 - (a) At least two zone meetings
 - (b) Club officer school
 - (c) District, multiple district, or international convention
7. The president certified that all new members were properly indoctrinated and involved in service activities and/or committee work.

This application can be sent by fax or through the mail. Request for a second-time review of award eligibility from a disqualified club president shall be considered only if received at International Headquarters within 12 months after completion of club president's term of office, provided that the original application form is already filed at International Headquarters.

CALENDAR OF EVENTS

 DATES TO REMEMBER		VISITS TO CLUBS IN ZONE
NOTES		Club: _____ Place: _____ Date: _____ Time: _____
NOTES		Club: _____ Place: _____ Date: _____ Time: _____
NOTES		Club: _____ Place: _____ Date: _____ Time: _____
Place: _____ Date: _____ Time: _____	Place: _____ Date: _____ Time: _____	Club: _____ Place: _____ Date: _____ Time: _____
Place: _____ Date: _____ Time: _____	Place: _____ Date: _____ Time: _____	Club: _____ Place: _____ Date: _____ Time: _____
Place: _____ Date: _____ Time: _____	Place: _____ Date: _____ Time: _____	Club: _____ Place: _____ Date: _____ Time: _____

Organization of International Headquarters

International Headquarters has many resources accessible to you. The staff is ready to assist Lions in any way possible. They can answer questions, send materials and help place supply orders. Familiarizing yourself with International Headquarters structure can help you use this important resource more effectively. Visit the Lions International Web site, www.lionsclubs.org, or refer to issues of THE LION Magazine to find a listing of specific contact numbers for International Headquarters departments.

Lions Clubs International Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

There is basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. There is also a Resources section for downloading materials, which saves both time and money.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Markets and distributes club supplies and manages purchasing and mailing operations. Coordinates departments that promote, bill, procure, ship and inventory Lions club supplies throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

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

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues 100% District Governor Award and Club President Excellence Award.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention programs.

Finance Division

E-Mail: resources@lionsclubs.org

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

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports. (Web Page: www.lionsclubs.org)

International Activities and Program Planning Division

E-Mail: executiveservices@lionsclubs.org

Directs diverse operations in researching, planning and developing activities-related materials. Also coordinates the activities information flow from the clubs and districts to the respective board committees and implements board directives on activity programs.

Leadership Division

E-Mail: leadership@lionsclubs.org

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the international, multiple district, district and club levels.

Legal Division

E-Mail: legal@lionsclubs.org

This division is responsible for the legal operations of the association, which includes annual corporate tax information returns; registering and maintaining trademarks, service marks and copyrights; maintaining and administering the association's worldwide liability, property and

accident insurance programs; incorporation of clubs in the district; endorsement and certification of international candidates; and constitution amendment procedures. It also resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Lions Clubs International Foundation

E-Mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, investment management, execution of grants and liaison with trustees and board of directors.

Public Relations and Production Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and THE LION Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of THE LION Magazine and all published literature emanating from the association. The division is also responsible for computer typesetting and interface systems.



We Serve

THE
INTERNATIONAL ASSOCIATION
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