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# LIONS NON-DENOMINATIONAL

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**Invocations – Prayers – Blessings &  
Inspirational Quotes**



**In Memory of:  
William “Van” VanLandingham  
MD4-A2 District Governor  
2019-2020**

**MARCH 1, 2024  
2019-2020 MD4 COUNCIL OF GOVERNORS**

## **Preface**

This booklet of invocations, prayers, blessings and inspirational quotes is dedicated to the memory of District Governor William "Van" VanLandingham.

Van and I became friends as we walked the path of governorship. Sharing rides to and from Council of Governor meetings deepened those bonds. Planning and discussing strategies on phone calls and in emails brought both of us strength, ideas, and the courage to step outside "the box".

Van and I had planned to put together a booklet of non-denominational prayers and invocations for Lions as a gift to our Council of Governors. Unfortunately we had just started on the project when Van became ill. As a tribute to Van and all he brought to our Council of Governors it is my hope that this booklet will honor his memory and desire to strengthen Lions Clubs International use of non-denominational invocations, prayers and blessings.

Yours in Service

Claudia Miller  
4-A1 District Governor

## **Invocations – Prayers – Blessings**

Lions Clubs International is a non-discriminatory, non-political, and non-denomination organization.

Lions is comprised of members from a wide range of religious faiths, and for that reason Lions Clubs International recommends and urges non-denominational meeting invocations, prayers and blessings that give no referral to beliefs of specific religions.

The following are examples of invocations, prayers, and blessings that may be used as is or modified to your liking. Sources are acknowledged when known.

### **Index**

<b>General Invocations, Prayers and Blessings.....</b>	<b>2</b>
<b>Meeting Invocations.....</b>	<b>7</b>
<b>Special Focus.....</b>	<b>10</b>
<b>Meal Invocations and Blessings.....</b>	<b>13</b>
<b>Memorial/Celebration of Life.....</b>	<b>18</b>
<b>Inspirational Quotes.....</b>	<b>21</b>

## **GENERAL**

### **Please Be reverent as you choose,**

Let us express our gratitude:

For the opportunity to serve Lions Club International and MD4 and its mission

For the gifts that we have that enable us to make a difference in the lives of those we serve

For the chance to do something special and meaningful with our lives

Help us to embrace the challenge and responsibility we have as leaders

Guide us to lead with integrity and common sense

Give us the wisdom to make intelligent decisions

Give us the courage to make tough decisions

Give us the character to make right decisions

Help us to always be welcoming, inclusive and open because of our vision and mission to serve.

Amen

### **Please Be Reverent As You Choose,**

In a world where many are lonely

We give thanks for friendship and community;

In a world where many are despairing

We give thanks for hope;

In a world that many find meaningless

We give thanks for faith;

In a world where many are hungry

We give thanks for this food;

In a world full of needs;

We give thanks for Lions and the opportunity to serve.

Amen.

### **Please Be Reverent As You Choose,**

We are blessed with friends and laughter and fun

With rain that's as soft as the light from the sun ---

We are blessed with stars to brighten each night

Help us to know wrong from right --

Give us a heart that is always grateful.

Amen.

**Please Be Reverent As You Choose,**

People are often unreasonable and self-centered.  
Forgive them anyway.  
If you are kind, people may accuse you of ulterior motives.  
Be kind anyway.  
If you are honest, people may cheat you.  
Be honest anyway.  
If you find happiness, people may be jealous.  
Be happy anyway.  
The good you do today may be forgotten tomorrow.  
Do good anyway.  
Give the world the best you have and it may never be enough. Give your best anyway.  
For you see, in the end, it is between you and *your higher power*.  
It was never between you and them anyway." Amen.

**(Mother Theresa)**

**Please Be Reverent As You Choose,**

May all gathered here be blessed.  
May our courage match our convictions,  
And our integrity match our hopes.  
May our faith bring us closer to each other.  
May our meeting with past and present  
Bring blessing for the future.  
Amen.

**Please Be Reverent As You Choose,**

We ask for the blessing of each person gathered with us today.  
We are committed to be a real service organization to help humankind.  
May each of us in our daily routine come to know the joy of caring and sharing with others not as fortunate.  
May our motto "We Serve" become for each of us a life in service. Amen

**Please Be Reverent As You Choose,**

Bless this gathering of fellow Lions today. Please help us to see those in need and give us the strength and wisdom to serve our community as we should. Help us to lift the burdens of others while we maintain the dignity of humankind. Soften our hearts to be sensitive and loving as we serve together as Lions. Amen.

**Please Be Reverent As You Choose,**

Being in Lions allows us to serve others.  
Help us to serve humbly and willingly as we focus on the needs of our community.  
Thank you for our gifts and help us to use them wisely. Amen.

**Please Be Reverent As You Choose,**

We ask for blessings upon this meeting and people of goodwill everywhere.  
May we prove ourselves worthy citizens of our country.  
Devoted to truth, sincere in fellowship, and given to service.  
Let us stand firm when the fight is hard.  
Give us strength sufficient for this day.  
Make us as big as our problems and to stay bigger than our responsibilities.  
Help us to live up to our capabilities. Amen.

**Please Be Reverent As You Choose,**

Thank you for our Lions meeting. For everyone that puts something into it, and everyone that gets something out of it. We ask your blessings on this meeting and all who grace it with their presence. Help us to be gentle with ourselves and one another, not expecting more than we can, or they can produce. We know there is so much good in the worst of us and so much bad in the best of us that it hardly behooves any of us to talk about the rest of us. Be with us this day and always by strengthening our belief in the ultimate triumph of truth and right. Amen

**Please Be Reverent As You Choose,**

We ask your blessing on this meeting and upon our being together. We enjoy the fellowship we find here. Help us to enjoy doing good, and supporting and encouraging one another. Bless us with the pure pleasure of service and the joy of giving. Amen

**Please Be Reverent As You Choose,**

We honestly believe the purpose of each life is to make a difference that we lived at all.  
We also are aware buildings don't build themselves, lessons don't learn themselves, classes don't teach themselves, words don't memorize themselves, food doesn't prepare itself, skills don't develop themselves, and projects don't plan themselves.

Someone has to do everything that is done, make everything that is made, and think everything that is thought.

We know the next move is up to us, therefore, we pray for guidance in our thoughts, intentions and actions. Amen

**Please Be Reverent As You Choose,**

Help us to understand others, to learn to cooperate with our neighbors and friends, and to find enjoyment in study, work and play.

Give us the wisdom to realize that our purpose here involves honesty, charity, and concern for all humankind.

Teach us to respect the beliefs of others and to promote freedom of thought and expression.

We pray for the day when the world is free from all hatred, racism and bigotry; but until that day, help us to work together in our own community to make our home peaceful and welcoming place for all.

Guard and protect our land, soldiers and citizens from all danger. Help us to live the words that we pray. Amen.

**Please Be Reverent As You Choose,**

As we gather together as Lions and friends,

We pray that our actions may reflect our desire to serve

Clothe our lives with charity.

Deepen our lives with loyalty.

Hallow our lives with integrity.

Help us to live our lives so that we may enhance the future of those whose lives we touch.

Guide us in service. Amen

**Please Be Reverent As You Choose,**

There are so many things that we take for granted.

Let us not ignore them today.

Help us remember that life is a gift.

That our health is a blessing, that today is a new day filled with awesome potential, and that we have the capacity to bring something wholly new and unique and good into this world.

Help us to remember to be kind and patient with the people who love us and to those with whom we work and interact each day.

Teach us to see all the beauty that we so often ignore, and to listen to the silent longing of our own souls.

Help us to remember to be worthy instruments of service, Amen.

**Please Be Reverent As You Choose,**

As we join together as Lions and friends, we acknowledge our many blessings in life. Although we sometimes have problems with work, we are thankful we are working and that we have the opportunity to achieve. Although we sometimes are troubled with concerns about our home and families, we are grateful that we are blessed with homes and families. Although we sometimes complain of aches and pains, we are appreciative of our health and of our capacity to heal. Help us to live so that we may enhance the future of those whose lives we touch.  
Amen.

**Please Be Reverent As You Choose,**

We gather together as friends in the spirit of Lions fellowship and service.  
Bless all who are in our prayers,  
And all who should be in our thoughts.  
To the sick and suffering, send hope;  
To the forgotten and the lonely, send love;  
To the confused and distressed, send light;  
To the weary and the wronged, send renewed strength;  
To the pursuers of justice, send wisdom and faith;  
To the seekers of peace, send unwavering resolve;  
To those assembled in this room and our loved ones,  
Send tranquility and joy;  
And to the world, send blessings of peace.  
Guide us in our service.  
Amen.



## **MEETINGS**

### ***Please be reverent as you choose,***

Thank You for every seat that has been filled here, today. For each mind and heart that fills the presence of this room. As we set forth on our agenda today we have an idea, a vision, hints, and thoughts. We have talents, abilities, and time to work. Let us move forward together recognizing that even mistakes and missteps can be used for good. Set us free from comparison in order to work together efficiently and effectively. Bless this meeting today, all those present, as well as the lives of those we will encounter afterward. Ready us to make every moment count. Amen.

### ***Please be reverent as you choose,***

May today there be peace within each of us.  
May everyone trust that each of us are exactly where we are meant to be.  
May we remember the infinite possibilities that we each bring to the tasks before us.  
May we listen carefully and speak with kindness and clarity.  
May we share freely our wisdom and talents as we work together to share our mission to serve. Amen

### **Please Be Reverent As You Choose,**

We ask for guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with grace and kindness as we make decisions that might affect Lions, our Districts, our Clubs and the communities and people we serve. And remind us that all that we do here today, all that we accomplish, is for the service of humanity as "We Serve" as Lions. Amen.

### **Please Be Reverent As You Choose,**

We seek blessings on the tasks before us.  
Bless our efforts with clear insight,  
our deliberations with wisdom,  
our work, with clarity and accuracy,  
and our decisions with impartiality. Amen

### **Please Be Reverent As You Choose,**

We gather to make decisions for our Multiple, Districts, Clubs, Lions and communities. May we use only our best skills and judgment keeping ourselves impartial and neutral as we consider the merits and pitfalls of each matter that is placed before us today. May we act with kindness and a Lion's heart of service. Amen

### **Please Be Reverent As You Choose,**

We gather together here today  
intent on doing good work.  
We seek to represent fairly and well,  
those who have given us this task.  
May our efforts be blessed with insight,  
guided by understanding and wisdom.  
We seek to serve with respect for all.  
May our personal faiths give us strength  
to act honestly and well in all matters before us. Amen.

### **Please Be Reverent As You Choose,**

We meet to serve our community,  
to use our resources wisely and well,  
to represent all members of our community fairly,  
to make decisions that promote the common good.  
We recognize our responsibility to the past and the future,  
and the rights and needs of both individuals and community.  
As trusted servants, we seek blessings on our deliberations,  
and on our efforts here today, May we act wisely and well. Amen.

### **Please Be Reverent As You Choose,**

Help us look to the past with gratitude and to the future with hope. We remember this day those who have gone before us here, who labored not for themselves alone but with a vision of building for the future a world better than they had known. Inspire in us also a like vision, that we too may labor for things beyond ourselves, that our lives may be dedicated to high purposes and grand horizons. Make us unafraid of hopes and dreams; release us from cynicism and despair. Teach us to be realistic about our limitations but never to lose hope in our potential to transcend them. Amen.

**Please Be Reverent As You Choose,**

We meet to serve our community, to use our resources wisely and well, to represent all members of our community fairly, to make decisions that promote the common good. We recognize our responsibility to the past and the future, and the rights and needs of both individuals and community. As Lions and trusted servants, we seek blessings on our deliberations, and on our efforts here today, May we act wisely and well. Amen

## **SPECIAL FOCUS**

### ***Please be reverent as you choose,***

Please be with us in every transition and change.

As we enter into this new Lion's year with excitement and even some anxiety,

We thank you for the gifts, talents and skills with which you have blessed us.

We thank you for the experiences that have brought us to this moment.

We thank you for the work of others that gives breadth and depth to our own work.

Be with us as we move forward, supporting one another as Lion Leaders in service. Amen

### **Please Be reverent as you choose,**

Leadership is hard to define.

Let us be the ones to define it with justice.

Leadership is like a handful of water.

Let us share it with those who thirst.

Leadership is not about watching and correcting.

Let us remember it is about listening and connecting.

Leadership is not about telling people what to do.

Let us find out what people want.

Leadership is less about the love of power and more about the power of love

As we undertake the role of leader let us be the servant leader

In leading let us never fail to follow.

In loving let us never fail.

Amen

### **Please Be Reverent As You Choose,**

As we gather for the last day of our convention, help us to remember how fortunate we are to be able to serve our brothers and sisters around the world through Lions and our amazing Foundation.

That we have abundance, help us to give of our time, talents, and treasures.

Help us to work together on initiatives, projects, accomplishing amazing successes.

Inspire our efforts to serve. Guide us in our service. Bless those around the world touched by our works.

Amen.

### **Please Be Reverent As You Choose,**

As those entrusted with leading this amazing Multiple District 4, please help each of us become *Leaders in Balance* and realize the importance and impact of our way of thinking and our way of being, because leaders are built from the inside out:

Help us approach leadership as a relationship not just a position...listening, reflective, and intentional;

Help us understand that each of us embodies Lions Clubs International setting the tone for what is done and valued... And that each of us are focused on our purpose to serve

Help us appreciate how collaboration with purpose can enable us to reach better decisions and to execute our decisions better;

Help us think "outside the box", and to share power and authority, to value the diversity of people, ideas and ways of thinking...

Finally help us see that the challenge of leading change is not about leadership in control, but leadership in balance;

Amen

### **Please Be Reverent As You Choose,**

It is good to recognize how different we are.

Our talents, our dreams, our backgrounds, our occupations.

And it is good to know that when each of us was created

No one is exactly like anyone else.

Even our thumbprint and our voice track tell us how unique we are. We are thankful for these differences and mobilize them for the good of Lions and our community. In our differences we can think the same thoughts and move together toward a common goal. Bless us as we meet together. We are thankful for our individuality and also for our common bond of Lions.

Amen.

### **Please Be Reverent As You Choose,**

Today, may we be open to others' ideas and beliefs, and respectful of our differences. May we grow in understanding of ourselves and others. May we be patient and kind as we talk. May we find common ground and shared purpose as we seek to strengthen MD4, our Districts and Clubs. May we see clearly what unites us as Lions – the desire to serve. Amen.

**Please Be Reverent As You Choose,**

We come today asking for guidance, wisdom, and support as we begin this Council of Governors meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace as we make decisions affecting Lions, our communities and our service around the world. Amen.

## **MEALS**

### **Will you please bow your heads with me,**

Let us pray silently together, each one of us, according to our individual beliefs.

Let us offer thanks for our food and the blessings of fellowship around us.

Let us be a source of hope for those in need, and contentment for those who are lonely.

Let us give gratitude for our opportunity to serve Lions Clubs International, MD4, our Districts and Clubs.

Let the feelings of love, kindness, and a well directed, yet gentle spirit always be reflected in our actions. Amen

### **Please Be Reverent As You Choose,**

For what we are about to receive let us be truly thankful to those who planted the crops, cultivated the fields, and gathered the harvest.

For what we are about to receive let us be truly thankful to those who prepared and served it.

In this evening of celebration let us remember too those who have no

festivity, who cannot share this plenty, and who are hungry, sick and cold

In sharing in this meal let us be truly thankful for the good things we have, for the warm hospitality, for this good company and our opportunity to serve. Amen

### **Will You Please Bow Your Head With Me.**

Let us pray silently together, each of us according to our individual beliefs.

Let us offer thanks for our food, blessings for one another and for absent friends

Let us be a source of hope for those in need, and contentment for those who are lonely.

Let us give gratitude for our opportunity to serve as Lions. Let the feelings of love, kindness, and yet gentle spirit always be reflected in our actions.

Amen

### **Please Be Reverent As You Choose,**

We thank You for this fine meal, and for our friends in Lions. Keep us mindful that we are related, as individuals and as nations, and that the struggles of our brothers and sisters across the globe and in our communities belong to us all. Inspire us, as we renew our commitment to serve. Amen

**Please Be Reverent As You Choose,**

We give our sincere thanks *for friends*, food, fun and fellowship, especially the fellowship of our Lions family.

May this meal nourish our bodies in preparation for the challenges that are ours in Lions.

Keep us always mindful of the needs of others and attuned to our calling to serve.

Amen

**Let us be reverent:**

We are gathered here today in friendship and fellowship.

*It is good to recognize* how different we are in our talents, our dreams, our backgrounds, and our occupations.

Thank You for our individuality and for our common bond as Lions. Through our differences and desire to serve, we can move toward common goals.

Help us look forward with vision and maintain an abundant sense of humor.

Please bless this food we are about to share, those who prepared it, those who serve it, and those who have worked to make today the special occasion that it is. For all of this we give thanks.

Amen.

**Please Be Reverent As You Choose,**

For the spirit of service that brought us to Lions,

For the grace of this day,

For the fellowship which draws us together,

For the blessing of food and drink we share,

For these and all our blessings we thank you. Amen

**Please Be Reverent As You Choose,**

With our friends beside us, and no person beneath us,

With the bonds of Lions between us, and our worries behind us,

With our goals before us, and no task beyond us,

With a thirst for knowledge, and our dream for a better world,

We are thankful for our Lions friends and the meal we are about to share.

Amen.



**Please Be Reverent As You Choose,**

For the spirit of service that brought us to Lions,  
For the grace of this day,  
For the fellowship which draws us together,  
For the blessing of food and drink we share,  
For these and all our blessings we thank you.

**Will you please bow your heads.**

Let us pray silently together, each one of us, according to our individual beliefs.  
Let us offer thanks for our food and the blessings of fellowship around us.  
Let us be a source of hope for those in need, and contentment for those who are lonely.  
Let us give gratitude for our opportunity to serve as Lions.  
Let the feelings of love, kindness, and spirit of service always be reflected in our actions.

**Please Be Reverent As You Choose,**

For friends, food, fun and the fellowship of Lions we give our thanks today.  
As we bless this meal, let us always be mindful of the amazing gifts that life has given each of us. Let these thoughts guide our lives today:  
"Work like you don't need the money.  
Love like you've never been hurt.  
Sing like nobody's listening.  
Dance like nobody's watching.  
Live like it's heaven on earth. "  
Mark Twain

**Please Be Reverent As You Choose,**

Bless this food we are about to eat and may it be our nourishment to continue our Lions service. May our motivation always be the work of Lions bringing love, peace and harmony to all. Amen.

**Please Be Reverent As You Choose,**

Thank for good food, good friends, and Lions. We thank you for the ideal of service. Bless our being together and our efforts as we seek to serve. Broaden our shoulders and brace our backs for the caring of our responsibilities. Help us to serve with dignity and integrity. Thank you for the opportunity to serve. Amen

**Please Be Reverent As You Choose,**

We thank you for the food that is before us and for our many blessings. We are thankful today for the privilege of being here among friends, for the opportunity to share ideas and to serve our community. Amen

**Please Be Reverent As You Choose,**

Let us be mindful of the sanctity of life and of the thread that binds all humanity.

Help us to remember that we are indeed our brothers' keepers, and that if our lives are to have meaning, we must be worthy instruments in the improvement of this world.

As we join together to share this food and fellowship, let us be thankful for the blessings in life, the blessings of friendship and love, of family and community and our journey as Lions. Amen.

**Please Be Reverent As You Choose,**

We thank you for the food that is before us and for your many blessings. We thank you for the privilege of belonging to this organization of Lions, for the fellowship and support from our friends here this evening, for the opportunity to share ideas, but mostly for the opportunity to serve.

We appreciate how blessed we truly are – with more than simply the necessities of life, with prosperity, with family, with friendship.

As we enjoy the support within the "family of Lions", help us to reach out to those families less fortunate than us within our own community and around the world.

As we appreciate our health, give us the means through our work with the Lions Clubs International Foundation to help cure the ills of the world. As we enjoy this meal together, inspire us to work to rid the world of hunger.

Inspire us to serve so that there may truly be peace and understanding throughout the world. Amen.

## **MEMORIALS/CELEBRATION OF LIFE**

### **Please Be Reverent As You Choose,**

We thank you for enabling us to gather here today so that we can celebrate a life well-lived. May our memories bring comfort to every one of us so that we can remember, support and care for each other in this time of loss.

### **Please Be Reverent As You Choose,**

We are gathered here today as friends and family of our loved one who departed from this world. It is not easy for us to stand here and talk about our friend. As we honor \_\_\_\_\_ let us remember his/her life of service as a Lion.

### **Peace of Mind Prayer**

There is a season and time for everything in this world. Today we celebrate the life of \_\_\_\_\_. Even though we are finding it hard to accept his/her passing, give us the strength to share the beautiful moments that we shared and celebrate his/her service to others. Amen.

## ***The Dash***

by *Linda Ellis*

I read of a man who stood to speak at a funeral  
of a friend. He referred to the dates on the tombstone from the  
beginning...to the end.

He noted that first came the date of birth and spoke of the  
following date with tears, but he said what  
mattered most of all was the dash between those years.

For that dash represents all the time they spent alive on earth  
and now only those who loved them know what that little line is  
worth.

For it matters not, how much we own, the cars... the  
house...the cash. What matters is how we live and love and  
how we spend our dash.

So think about this long and hard; are there things  
You'd like to change? For you never know how much time is left  
that can still be rearranged.

To be less quick to anger and show appreciation more and love  
the people in our lives  
like we've never loved before.

If we treat each other with respect and more often wear a smile...  
remembering that this special dash might  
only last a little while.

So when your eulogy is being read, with your life's actions to rehash...  
would you be proud of the things  
they say about how you lived your dash?

## **Their service to mankind will endure forever**

We are here today to pay our respects to our sister and brother Lions.

When a loved one or a friend passes, we feel a profound sense of loss, an emptiness we know can never again be filled. We are saddened, and we grieve for the departed, but we are heartened by the cherished memories they leave — that in knowing them we may become better human beings ourselves.

So it is with our fellow Lions who have passed from us. We mourn them and will miss them dearly, but they have left something very precious behind; their legacy of unswerving commitment to the ideals of Lionism, unselfish service to people in need and loyal and devoted fellowship with all other members of the Lions family

The memory of these Lions who walked with us in service, fills us with an inner contentment, bringing about a peace which affects every sector of our lives. They have also provided us with a challenge to continue our high standards and dedication to the needs of others.

Through their commitment, courage and perseverance they have shown us the way. Let us continue along this noble path.

The Lions whom we pay homage today, have exemplified the humanitarian ideals of Lionism. They gave unselfishly on behalf of others and what they achieved shall forever stand as personal monuments to their integrity and selfless dedication to the well being of humanity.



## REMEMBER ME

Don't remember me with sadness,  
Don't remember me with tears,  
Remember all the laughter,  
We've shared throughout the years.

Now I am contented  
That my life it was worthwhile,  
Knowing that I passed along the way  
I made somebody smile.

When you are walking down the street  
And you've got me on your mind,  
I'm walking in your footsteps  
Only half a step behind.  
So please don't be unhappy  
Just because I'm out of sight,  
Remember that I'm with you  
Each morning, noon and night.

## Quotes

"Servant-leadership is all about making the goals clear and then rolling your sleeves up and doing whatever it takes to help people win. In that situation, they don't work for you, you work for them." – **Ken Blanchard**

"The key to successful leadership today is influence, not authority."  
–**Ken Blanchard**

"We must be silent before we can listen. We must listen before we can learn. We must learn before we can prepare. We must prepare before we can serve. We must serve before we can lead." – **William Arthur Ward**

"Servant-leadership is more than a concept, it is a fact. Any great leader, by which I also mean an ethical leader of any group, will see herself or himself as a servant of that group and will act accordingly." – **M. Scott Peck**

"True leaders understand that leadership is not about them but about those they serve. It is not about exalting themselves but about lifting others up."  
– **Sheri L. Dew**

"I don't want my life to be defined by what is etched on a tombstone. I want it to be defined by what is etched in the lives and hearts of those I've touched." – **Steve Maraboli**

"Relationships are never about power, and one way to avoid the will to power is to choose to limit oneself—to serve." – **Wm. Paul Young**

"Not everybody can be famous. But everybody can be great, because greatness is determined by service. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You don't have to know about Plato or Aristotle to serve. You don't have to know Einstein's theory of relativity to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace and a soul generated by love." – **Martin Luther King, Jr.**

"Human salvation lies in the hands of the creatively maladjusted."  
–**Martin Luther King Jr.**

A genuine leader is not a searcher for consensus, but a molder of consensus. **Martin Luther King Jr**

Everyone can be great because everyone can serve. –**Martin Luther King Jr**

"The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."

**-John Maxwell**

"The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them."

**-John Maxwell**

"The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."

**-John Maxwell**

"Tend to the people, and they will tend to the business." **-John Maxwell**

"A leader is one who knows the way, goes the way, and shows the way."

**- John Maxwell**

"Leaders instill in their people a hope for success and a belief in themselves. Positive leaders empower people to accomplish their goals." **-Unknown**

"The true mark of a leader is the willingness to stick with a bold course of action — an unconventional business strategy, a unique product-development roadmap, a controversial marketing campaign — even as the rest of the world wonders why you're not marching in step with the status quo. In other words, real leaders are happy to zig while others zag. They understand that in an era of hyper-competition and non-stop disruption, the only way to stand out from the crowd is to stand for something special."

**-Bill Taylor, from article "Do You Pass the Leadership Test?"**

We are all ordinary. We are all boring. We are all spectacular. We are all shy. We are all bold. We are all heroes. We are all helpers. It just depends on the day. **-Brad Meltzer**

"Our ability to reach unity in diversity will be the beauty and the test of our civilization." **-Mahatma Gandhi**

"The best way to find yourself is to lose yourself in service of others."

**- Mahatma Gandhi**

"This is the power of gathering – It inspires us – delightfully – To be more hopeful, more joyful, more thoughtful. In a word more alive." **-Alice**

**Waters**



"When we do the best that we can, we never know what miracle is wrought in our life, or in the life of another." - **Helen Keller**

Only a life lived for others is worth living. -**Albert Einstein**

The only ones among you who will be really happy are those who will have sought and found how to serve. -**Albert Schweitzer**

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." -**John Quincy Adams**

"Innovation distinguishes between a leader and a follower." -**Steve Jobs, Apple co-founder**

"My job is not to be easy on people. My job is to take these great people we have and to push them and make them even better." -**Steve Jobs**

"Do not follow where the path may lead. Go instead where there is no path and leave a trail." -**Ralph Waldo Emerson**

"Leaders instill in their people a hope for success and a belief in themselves. Positive leaders empower people to accomplish their goals." -**Unknown**

"The very essence of leadership is that you have to have vision. You can't blow an uncertain trumpet." -**Theodore M. Hesburgh**

"Leadership and learning are indispensable to each other." -**John F. Kennedy**

"A good objective of leadership is to help those who are doing poorly to do well and to help those who are doing well to do even better." -**Jim Rohn**

"The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly." -**Jim Rohn**

"True Leadership stems from individuality that is honestly and sometimes imperfectly expressed...Leaders should strive for authenticity over perfection." -**Sheryl Sandberg**

"Leadership is lonely ... I'm not going to be afraid of confrontation to get us to where we need to go. There's a big misconception where people thinking winning or success comes from everybody putting their arms around each

other and singing kumbaya and patting them on the back when they mess up, and that's just not reality. If you are going to be a leader, you are not going to please everybody. You have to hold people accountable. Even if you have that moment of being uncomfortable." **-Kobe Bryant, NBA All-Star**

"A leader is best when people barely know he exists, when his work is done, his aim fulfilled, they will say: we did it ourselves." **-Lao Tzu**

"Great acts are made up of small deeds." - **Lao Tzu**

"Your job as a leaders is to stay as close in touch as possible with those closest to the action." **-Kat Cole**

"I believe in a quiet, strong, and grounded leadership. I think some of the best leaders are those whose work is widely known and respected but who, themselves, are relatively unknown." **-Rachael Chong**

"Leadership is the capacity to translate vision into reality." **-Warren Bennis**

"A leader is a dealer in hope." **-Napoleon Bonaparte**

"Leadership is not a popularity contest; it's about leaving your ego at the door. The name of the game is to lead without a title." **-Robin S. Sharma**

"Without initiative, leaders are simply workers in leadership positions."  
**-Bo Bennett**

"When your values are clear to you, making decisions becomes easier."  
**-Roy E. Disney**

"Each person must live their life as a model for others." **-Rosa Parks**

"Memories of our lives, of our works and our deeds will continue in others."  
**- Rosa Parks**

"How wonderful it is that nobody need wait a single moment before starting to improve the world." **-Anne Frank**

"We all live with the objective of being happy; our lives are all different and yet the same."  
**- Anne Frank**

"Go forth and set the world on fire." **-St. Ignatius Loyola**

"The most effective way to do it, is to do it." **-Amelia Earhart**

"No man will make a great leader who wants to do it all himself, or to get all the credit for doing it." -**Andrew Carnegie**

"There are two ways of spreading light: to be the candle or the mirror that reflects it." -**Edith Wharton**

"The question isn't who's going to let me; it's who is going to stop me."  
-**Ayn Rand**

"Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish." -**Sam Walton**

"Leadership is the art of giving people a platform for spreading ideas that work." -**Seth Godin**

"The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant." -**Max DePree**

"You manage things; you lead people." - **Admiral Grace Murray Hopper**

"I cannot change the world, but I can change a small part of it."  
- **Kay Florentino**

"Ultimately, leadership is not about glorious crowning acts. It's about keeping your team focused on a goal and motivated to do their best to achieve it, especially when the stakes are high and the consequences really matter. It is about laying the groundwork for others; success, and then standing back and letting them shine."  
- **Chad Hadfield**

"It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur. You take the front line when there is danger. Then people will appreciate your leadership."  
- **Nelson Mandela**

"Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership." - **Colin Powell**

"The accountability rests with me." - **Skip Prosser**

"A leader is someone who brings people together." - **George W. Bush**

"My humanity is bound up in yours, for we can only be human together."  
- **Desmond Tutu**

"The point in history at which we stand is full of promise and danger. The world will either move forward toward unity and widely shared prosperity - or it will move apart."  
- **Franklin D. Roosevelt**

"You don't get unity by ignoring the questions that have to be faced."  
- **Jay Weatherill**

"A rare experience of a moment at daybreak, when something in nature seems to reveal all consciousness, cannot be explained at noon. Yet it is part of the day's unity." - **Charles Ives**

"Consider your own place in the universal oneness of which we are all a part, from which we all arise, and to which we all return." - **David Fontana**

"In union there is strength." - **Aesop**

"Build for your team a feeling of oneness, of dependence on one another and of strength to be derived by unity." - **Vince Lombardi**

"We are all so deeply interconnected; we have no option but to love all. Be kind and do good for any one and that will be reflected. The ripples of the

"Goodness is the only investment that never fails." - **Henry David Thoreau**

"As we serve others we are working on ourselves; every act, every word, every gesture of genuine compassion naturally nourishes our own hearts as well. It is not a question of who is healed first. When we attend to ourselves with compassion and mercy, more healing is made available for others. And when we serve others with an open and generous heart, great healing comes to us." - **Wayne Muller**

"Each of us has a fire in our hearts for something. It's our goal in life to find it and keep it lit." - **Mary Lou Retton**

"A life isn't significant except for its impact on others lives." - **Jackie Robinson**

"Know yourself. Never forget where you came from, and reach back to help someone else come forward too." - **Alpha Alexander**

"A candle loses nothing by lighting another candle." - **James Keller**

"Our lives no longer belong to us alone; they belong to all who need us desperately." - **Elie Wiesel**

"The manner of giving is worth more than the gift." - **Pierre Corneille**

"The way you get meaning into your life is to devote yourself to loving others, devote yourself to your community around you, and devote yourself to creating something that gives you purpose and meaning." - **Mitch Albom**

"What we do for ourselves dies with us. What we do for others and the world remains and is immortal." - **Albert Pine**

"We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop." - **Mother Teresa of Calcutta**

"People say, 'What is the sense of our small effort?' They cannot see that we must lay one brick at a time, take one step at a time. A pebble cast into a pond causes ripples that spread in all directions. Each one of our thoughts, words and deeds is like that. No one has a right to sit down and feel hopeless. There's too much work to do." - **Dorothy Day**

"We work to become, not to acquire." - **Elbert Hubbard**

"Service to others is the rent you pay for your room here on earth."  
- **Muhammad Ali**

"When I use my strength in the service of my vision it makes no difference whether or not I am afraid." - **Audre Lorde**

"For anything worth having one must pay the price; and the price is always work, patience, love, self-sacrifice - no paper currency, no promises to pay, but the gold of real service." - **John Burroughs**

"Work is love made visible." - **Kahlil Gibran**

"A bone to the dog is not charity. Charity is the bone shared with the dog, when you are just as hungry as the dog." - **Jack London**



# **Troubleshooting Guide for Clubs**

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This guide identifies common club issues and provides resources with potential solutions.

### Overall club operations effectiveness

- Plan for Your Club's Success – Use this [planning guide](#) and [PowerPoint](#) to discover your club's strengths, ways to improve and new opportunities that will help your club grow and thrive! Planning forms help develop a vision, assess your club's needs and organize your plan for successful implementation.
- Your Club, Your Way! – This [guide](#) will help you customize your club meetings to better suit the needs and lifestyles of your club members. It includes a simple, fun exercise to help determine which elements of your meeting to keep and what to change, as well as a process for phasing in change!
- Club Quality Initiative – A strategic planning tool to help clubs identify opportunities for improvement. Change is critical for each club. By understanding our current operation, identifying areas that may be improved and taking measured steps to accomplish our goals, every club can be even better! This [guide](#) provides five unique steps to initiate change.
- Learn more about Team Motivation, Promoting Innovation and Valuing Member Diversity through the [Lions Learning Center](#).

### Our Members are Not Engaged or Our Club is Losing Members

#### Members skip meetings

- Ensure member communications are being sent a week prior and a day prior to the meetings.
- Ask your members by using the How Are Your Ratings [survey](#). The [administrative guide](#) provides directions on how to conduct the survey, determine the results and create an action plan.
- In the [Club Quality Initiative](#), complete *Assessment 3: Excel in leadership development and club operations*
- Have club leaders complete the [Member Satisfaction Guide](#)

## Members don't participate in meetings

- Use [Your Club, Your Way!](#) for new meeting ideas
- Get your whole club involved by participating in the [Club Quality Initiative](#)
- Learn more about Team Motivation, Promoting Innovation and Valuing Member Diversity through the [Lions Learning Center](#)
- Schedule a variety of activities for your club and communicate them with a [Club Activity Calendar](#)

## Members argue in meetings

- Visit the [Lions Learning Center](#) and explore courses available in Conflict Resolution and Teambuilding

## We don't know why members drop out

- The [Membership Satisfaction Guide](#) addresses common issues of why members leave and has a former member questionnaire you can use to learn why your members have left your club.

## We don't do meaningful service projects

- Conduct a [Community Needs Assessment](#) and discover new ways to serve
- Share our [Service Impact Stories](#) and solicit ideas for new service projects
- Complete *Assessment 2: Revitalize your club with new service opportunities* in the [Club Quality Initiative](#) for ideas

## Our club does not attract new members

### Our club is not well known

- Choose from [30 Marketing Ideas](#) to help promote your club
- Take our [Lions Learning Center](#) course on Public Relations
- Review the Social Media resources available from [Lions SMiLE](#)
- View the [Marketing Chairperson Webpage](#) for more ideas, tools and resources

### Our members do not know how to ask people to join us

- At a club meeting, ask which [Benefits of Membership](#) are most important and have members craft their own Lion [elevator speech](#)
- Share the [Our Story](#) handout and the [Just Ask! Recruiting Guide](#) with your club members
- Deliver a [Recruitment](#) presentation and ask members how to best adapt it for your community
- Check the [Club Membership Chairperson e-Book](#) for additional ideas and resources

### Our club does not know how to grow

- Distribute copies of the [Lions Make a Difference](#) brochure and ask for membership growth ideas
- Develop an outreach plan with the [Just Ask! Recruiting Guide](#)
- Prepare for a successful membership growth event with the tools on the [Membership Growth Event](#) webpage

### More young adult members would benefit our club

- The [Young Lions Recruiting Guide](#) will help young adults find the club and membership type that best appeals to their needs and service interest
- Visit the [Young Lions webpage](#) to help discover the variety of membership and club types for Young Lions, including ideas for revitalizing club operations to attract younger members
- The [Become Involved Become a Lion](#) video highlights young adults speaking about why they became a Lion, the benefits of membership and types of service projects clubs are involved in

### Guests come to meetings, but do not become members

- Create a welcome plan for prospective members who come to a meeting and discuss how each club member can contribute
- Share the [LCI Fact Sheet](#) and [Benefits of Membership](#) flyer with prospective members
- Learn more about conducting a great meeting with the [Lions Learning Center](#) courses on Meeting Management and Public Speaking
- Ensure your club is focused on valuable service with the [Community Needs Assessment](#) and the [Club Quality Initiative](#)

### Our club has leadership issues

#### No one wants to take leadership positions

- Hold a club discussion about the value, expectations and benefits of being a club leader
- Start a mentoring program where each club leader actively trains their replacement throughout their year
- Contact your GLT district coordinator and request an [Emerging Lions Leadership Institute](#)

Our leaders stay in the same position year after year

- Encourage club leaders to practice succession planning as encouraged in the [Club President/Vice President e-Book](#)
- Take the Succession Planning training course in the [Lions Learning Center](#)

Our leaders don't know their roles

- Encourage all club officers to become familiar with the [Club e-book](#) specific to their positions
- Encourage incoming officers to attend the training offered by your District
- Make sure club officers know about the Club Officer training available to them through the [Lions Learning Center](#)
- Develop a [Club Activity Calendar](#) to help leaders prepare for annual organizational activities



District and Club Administration  
Lions Clubs International  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
Email: [clubofficers@lionsclubs.org](mailto:clubofficers@lionsclubs.org)  
Phone: (630) 468-6890

# **Service Ideas**





**Sticking with only certain brands and colors of yarn allows us to match up the work of volunteers from all over the country cohesively. We also find certain yarns to be more durable and comfortable for children with hair loss. Please choose from the following approved brands and colors when donating cut yarn. Can't decide? These are listed in descending order in the colors we need the most!**

- **Caron Simply Soft in "Sunshine," cut to 100 inches in length (Rapunzel)**
- **Caron Simply Soft in "White" and Caron Party Sparkle in "Snow White," cut to 80 inches in length (Elsa)**
- **Caron Simply Soft in "Harvest Red" and Caron Party Sparkle in "Red," cut to 60 inches in length (Ariel)**
- **Caron Simply Soft in "Rainbow Bright," "Baby Bright," or "Times Square," or Red Heart "Retro Stripe," cut to 60 inches in length (Rainbow)**
- **Caron Simply Soft in "Black" and Caron Party Sparkle in "Black," cut to 80 inches in length (Jasmine) or 40 inches in length (Wonder Woman)**
- **Caron Simply Soft in "Chocolate," cut to 40 inches in length (Belle)**
- Any of the following brands & colors (mostly black), cut to 30 inches in length (Jack Sparrow):
  - Lion Brand Hometown: Oakland Black, Chicago Charcoal, Little Rock Granite, or Billings Chocolate
  - Lion Brand Wool-Ease Thick & Quick: Black, Barley, Charcoal, Obsidian, Granite, or Wood
- Lion Brand Homespun in "Black" and "Desert Mountain" or "Barley," cut to 40 inches in length (Moana)
- Lion Brand Heartland in "Yosemite," cut to 60 inches in length (Anna)
- Caron Simply Soft in "Baby Sunshine," cut to 40 inches in length (Aurora)

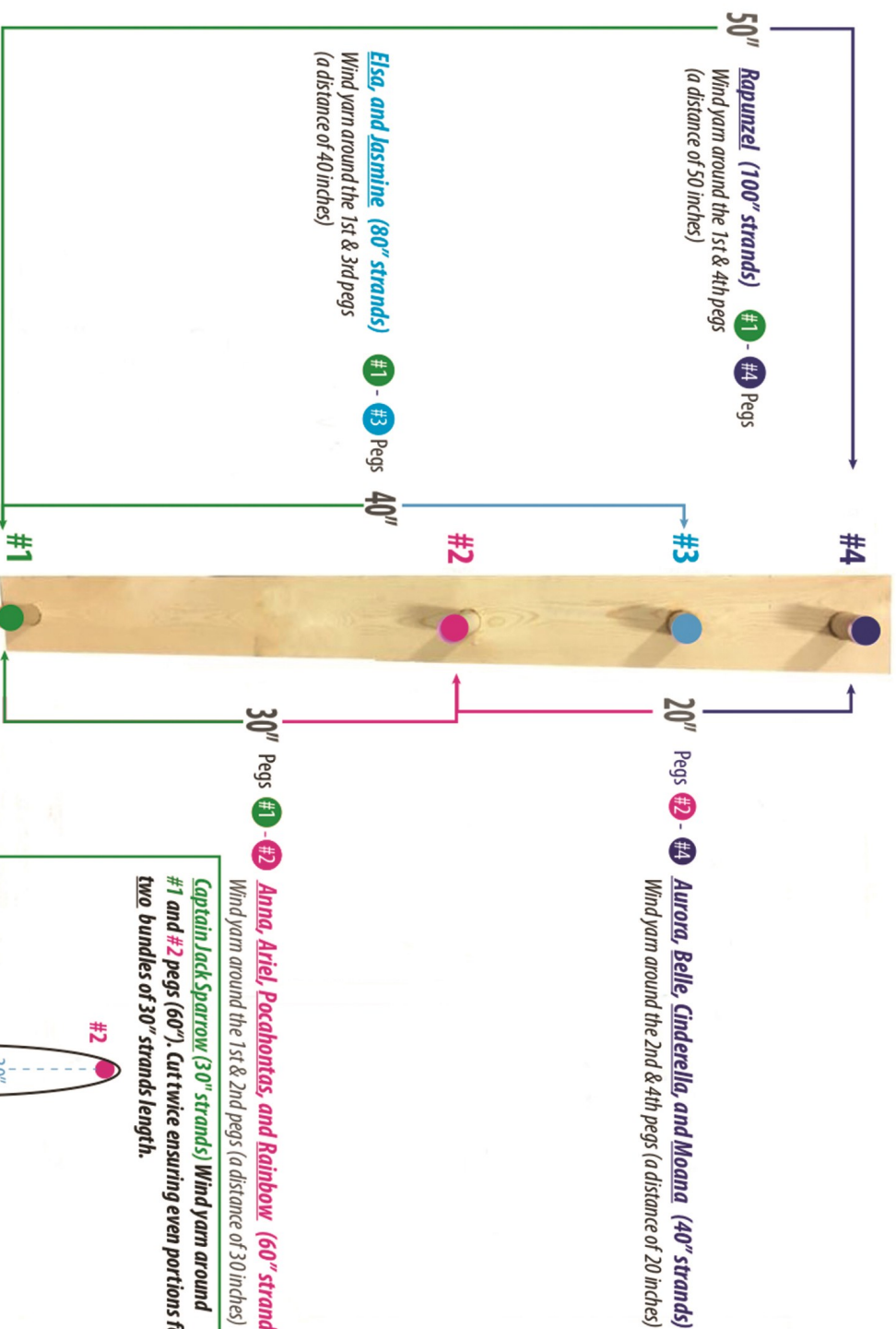
***Plan to wind each skein completely (use all the yarn) and bundle it using the directions below.***

***Please package each of your cut and tied bundles in a clear zipper loc bag with the yarn skein label inside.***

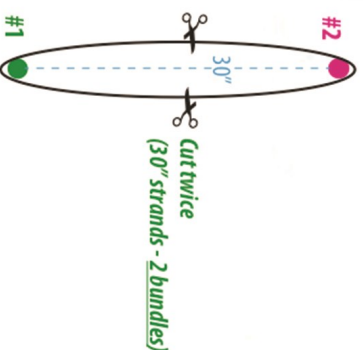
## Send Us Your Bundles!

- **Fill out a Feedback Form and include it in your package.** This will help us give you the best feedback possible if you're looking to improve your skills, and it helps us keep track of what we're receiving and why. **View or print our Feedback Form here.**
- **Choose a shipping location.** It doesn't matter which location you choose; select the one least expensive for you to mail to.
  - Katie Powell: PO Box 650, Arroyo Grande, CA 93421 [westcoast@themagic yarnproject.com](mailto:westcoast@themagic yarnproject.com)

# Cutting Board Guidelines



**Wind yarn around the 1st & 2nd pegs (a distance of 30 inches)**  
Captain Jack Sparrow (30" strands) Wind yarn around #1 and #2 pegs (60"). Cut twice ensuring even portions for two bundles of 30" strands length.



It didn't take long into our Magic Yarn journey to discover that we would need a faster yet inexpensive way to wind and cut our yarn for our wigs, so we want to share with you the boards we have made, screwing pegs made from cut dowel rods onto a 1" X 6" board.



**Tie yarn to peg #1**



**Wind and tie off yarn #2**



**Cut yarn between 2 ties #3**



**Finished bundle of yarn #4**



# Tell us about your donation...

\*\*\*Please print out this form and include it with your shipment.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Are you an approved Magic Maker?

☐

Yes

☐

No

Are you looking for feedback/approval?

☐

Yes

☐

No

Description of items:

--

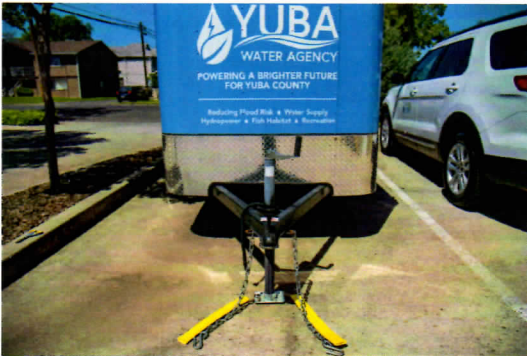
Do you have any specific questions?

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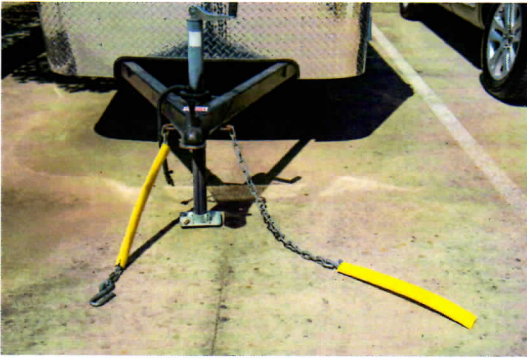


# TOW CHAIN COVER INSTALLATION GUIDE

Install a pair of free tow chain covers to help reduce the chances of a spark leading to a wildfire. The covers are intended to provide a barrier between metal tow chains and asphalt, thereby preventing sparks that could ignite dry roadside vegetation.



**STEP 1: MEASURE CHAINS AND  
COVERS TO ENSURE PROPER FIT**



**STEP 2: SLIP COVERS OVER  
HOOKS/CARABINERS SO THAT  
CHAINS AREN'T EXPOSED**



**STEP 3: CROSS CHAINS WITH  
COVERS FOR ADDED SAFETY**



**STEP 4: ATTACH THE COVERED  
CHAINS TO TRAILER HITCH**



<https://www.operationgratitude.com/>

Writing a letter is a simple and meaningful way for volunteers nationwide to say “Thank You” to all who serve. Your kind words could bring lasting joy to a Care Package recipient.

Operation Gratitude includes handwritten letters in every Care Package sent to our Deployed Troops, Recruit Graduates, Veterans, Wounded Heroes, and First Responders. In these unprecedented times, our heroes need our unwavering support. Taking the time to put pen to paper and share your heartfelt thoughts can be what motivates them to keep moving forward in their duties to our nation.

## Interested in participating in letter writing?

The following steps will help you create a meaningful and impactful activity for yourself, your family, group or company:

- **Review Guide:** Download the letter-writing guide from this page to review the program guidelines. Also available are printable coloring sheets for children and instructions for shipping the completed letters to Operation Gratitude HQ.
- **Write Letters:** Get creative! Write letters, draw pictures, make cards and send your gratitude and support to our Military, Veteran & First Responder heroes.
- **Donation Form:** Complete the online donation form [here](#). This form lets us know when you are ready send us your letters. It also provides you with detailed instructions and labels for shipping. (Postage not included)
- **Ship Letters:** Follow the shipping guidelines received upon completion of the donation form to ship your completed items to Operation Gratitude HQ.

*“Tonight when I got back to my base, all kinds of tired and worn out, I get a package from Operation Gratitude. Inside had many things, but one of the best things is what is in my hand. A thank you letter from a child. NOTHING can beat that to me. Thank you for all the support you give us. This is not my first deployment, nor is it my first package from you, but each and every time I am touched, and rejuvenated.”*

*-H.S.*

*US Army*

## FAQs

### How long should my letter be?

Do not feel pressured to write a long letter, any words you write can mean the world to the person who receives your letter. A short note of gratitude or a longer letter with insights into your life or your connection to service will both have incredible impact.

### Can I type my letter?

Of course! You are welcome to not only type your letters, but you can send in multiple copies if you'd like. We do suggest that you sign your letters by hand, if possible, to give it a more personal touch.

### Can children write letters or draw a picture?

Yes! In fact, we have been told countless times that letters from children are some of the most appreciated. If your child would like to draw, please ensure that their name is on the drawing with a simple message such as “Thank You for your service”.

Please refrain from including contact or distinguishing information for anyone under the age of 18. This includes last name, home or email address, phone numbers, school information, social media usernames and phone numbers. Instead, use only their first name and state.

### What type of paper should I use?

You are welcome to use thank you cards, branded stationery, lined paper, or plain white printing paper for your letters. You can write with colored pencils, markers, or pens, but do not use any type of glitter. It is truly not about the stationary or cards, but rather all about the messages that are written that mean so much.

### What should I write about?

We ask that you begin the letter with “Dear Service Member” for Deployed Troops and New Recruit Graduates. For our other programs, please use “Dear First Responder”, “Dear Veteran”, “Dear Wounded Hero”, and “Dear Caregiver”.

We leave the content of the letter to you, but please keep your messages positive. Suggested topics include expressing gratitude for their service, sharing hopeful messages, well wishes, and



positive thoughts. Share about yourself, family, hobbies, work, school, pets, travel, interests, etc.

### **Is there anything I should avoid writing about?**

We ask that you avoid any type of religion or politics. You are welcome to say, “God Bless You” or “you are in my prayers”, but please do not write any scripture or bible verses.

Please abstain from writing about violence, killing, illness, injury, death, and dying, etc.

### **Do you have a “pen pal” program?**

No, we do not have a pen pal program, nor can we guarantee that you’ll hear back from any letter you write.

### **Should I include my name and email address? What about my home address?**

We suggest that you only use your first name and email address, but you are welcome to include your home address as long as you are over 18.

### **Should I put my letters in an envelope and send a stamp?**

We ask that you do NOT put your letters in individual envelopes. Every letter is screened prior to being included on our care packages, and envelopes just get in the way. We have to remove each envelope, and in most cases, the envelope is discarded, and we hate to waste anything.

Please do not include stamps. Letters being mailed from out of the country require postage from the country the letter is mailed from, not US postage stamps.

### **How should I mail my letters?**

Please send your letters flat and use paper clips to put them in categories. You are welcome to combine your letters with any other items you donate.

### **Can I receive community service for my letters?**

No, we do not offer community service for letter writing.

# Quick Start Service Ideas



Are you looking for an impactful service activity that doesn't require a lot of time, volunteers, or funding? Is your club newly chartered, rebuilding, or just ready for something new? Consider trying one of the following project ideas in any of our global causes to quickly grow in humanitarian service.



Provide support for the needs of children and families affected by childhood cancer.

- Fill cards with best wishes and donate them to impacted families or a cancer center.
- Organize a group activity for patients, like reading books or playing games.



Reduce the prevalence of diabetes and improve quality of life for those living with diabetes.

- Develop a diabetes resource list by connecting with a local health department or hospital and share with your community.
- Organize a weekly walking club or Strides event to promote healthy living.



Meet immediate needs and provide long-term support for communities devastated by natural disasters.

- Learn how to apply for Lions Clubs International Foundation (LCIF) disaster grants.
- Connect with a local disaster relief organization and ask how your club can volunteer.



Environment

Protect the environment to create healthier communities and a more sustainable world.

- Clean a local area, like a park, roadside or beach.
- Hold a recycling drive to repurpose or donate gently used items.



Humanitarian

Identify the world's most crucial needs and provide humanitarian aid where it's needed most.

- Visit those who are disabled or elderly living alone or in care homes.
- Collect donations to support an agency helping refugees, LCIF or a local Lions foundation.



Hunger

Improve food security and access to nutritious food to help alleviate hunger.

- Collect food and donate to a group fighting hunger or organize your own food distribution event.
- Volunteer with a community group that brings people together to share a meal or become that group.



Vision

Help prevent avoidable blindness and improve quality of life for people who are blind or visually impaired.

- Create a fund to provide eyeglasses to those in need.
- Provide transportation for a group that serves those who are visually impaired.



Youth

Provide young people with the support they need to make positive choices, lead healthy and productive lives, and become the next great generation of service leaders.

- Host a Lions story hour at a local library or community center.
- Sponsor a Peace Poster and Essay Contest at a local school.

# One Hundred Service Ideas



## Diabetes

1. Organize a "Strides: Lions for Diabetes Awareness" event.
2. Organize a community support group for parents of children with diabetes.
3. Volunteer to serve at a children's diabetes camp.
4. Invite a healthcare professional to speak about diabetes at your club or district meeting.
5. Partner with local healthcare providers to organize diabetes & vision screenings.
6. Distribute educational resources to increase diabetes awareness at a community health fair.
7. Organize a walking club for seniors with diabetes.
8. Provide a diabetes magazine subscription to your local library.
9. Sponsor a child in need to attend diabetes camp.
10. Donate diabetes books to your library with a bookplate to identify your club's donation.
11. Work with your local school to invite a health care professional to speak about diabetes.
12. Post monthly articles about diabetes on your club or district website.
13. Promote diabetes prevention through a radio public service announcement.
14. Sponsor a healthy cooking demonstration for people with diabetes.
15. Organize a school or community vegetable garden to encourage healthy eating.
16. Work with a community podiatrist or foot care specialist to provide foot screenings.
17. Partner with your local diabetes organization to offer programs & materials.
18. Promote community resources and online materials from LCI partners NDEP, DECA & IDF.
19. Promote the importance of an annual dilated eye exam to detect diabetic eye disease.
20. Provide educational materials to schools & physician offices.



## Environment

21. Plant trees with the advice of a local environment organization on the best locations and varieties.
22. Clean up a beach, community space or roadside area monthly as a club.
23. Hold an environment-themed photo contest at a school. Plant a tree or another green form of recognition to honor the winner.
24. Challenge all Lions in your club or district to add one green habit to their daily lives.

25. Recognize a local organization or community leader for environmental conservation work.
26. Volunteer with your local park service to maintain trails. Help more people access and enjoy nature!
27. Commit to "Meatless Mondays" or not eating meat one day each week.
28. Collect used cellphones and donate them to individuals in need.
29. Lead an after-school nature walk.
30. Survey homes and community areas for leaks in sinks, communal spigots or water fountains. Contact relevant officials for repairs.
31. Work with city officials to paint "no dumping" signs near road drainage areas.
32. Identify where to recycle toxic items and share the collection schedule.
33. Organize a mural competition to promote environmental awareness. Paint the mural in a prominent community location.
34. Implement a recycling drive where people donate gently-used items to charity organizations.
35. Develop a demonstration garden or landscaping plot using native plant species to restore the habitat and conserve water.
36. Sponsor a training program for farmers on how to make and use organic fertilizers and pesticides.
37. Produce a monthly nature program on a local public radio station.
38. Partner with a local carpenter to build rain barrels. Hold a training session with community members to promote using them for watering and irrigation.
39. Organize an alternative transportation incentive program to encourage walking, biking, public transportation and carpooling.
40. Establish a school garden and composting program to improve school meals & reduce waste.



## Hunger

41. Volunteer to deliver prepared meals to those who are elderly or visually impaired.
42. Organize a program at a local school to provide healthy, nutritious meals.
43. Prepare food baskets for families in need.
44. Volunteer at a soup kitchen or homeless shelter.
45. Take families in need shopping for fruits and vegetables.
46. Organize an event to benefit a food bank in your community; use cans of food as admission.
47. Hold a hunger walk and use proceeds to buy food for a children's center or a homeless shelter.
48. Create a cookbook of inexpensive, easy recipes.



49. Create healthy snack packages to be distributed to children in need.
50. Partner with local restaurants or food markets to deliver donations to a shelter.
51. Start a food co-operative to serve as a resource for healthy food at a more affordable price.
52. Collect infant formula and baby food for an organization serving young mothers at risk.
53. Work with healthcare professionals to provide free classes on nutrition & food preparation.
54. Provide fruits and vegetables as a healthy snack for children in childcare facilities.
55. Provide transportation for those who are elderly or visually impaired so they can shop for food.
56. Teach children to bake a loaf of bread they can take home to their family.
57. Invite a local food bank representative to speak at a club or district meeting.
58. Provide needy children with backpacks supplied with food for when school is not in session.
59. Host a picnic or BBQ at a park for the community.
60. Establish a community vegetable garden where local residents can grow their own food.



## Vision

61. Organize a braille, large print and audio book collection to benefit a library or senior center.
62. Volunteer to create audio recordings of books & periodicals.
63. Work with local eye care professionals to provide community vision screenings.
64. Sponsor a World Sight Day event.
65. Sponsor visually impaired students through camps, contests or other activities.
66. Create a community arts program for children and adults who are blind or visually impaired.
67. Collaborate with an eye bank to promote the importance of corneal donations.
68. Develop a directory of community resources and services for those who are visually impaired.
69. Volunteer at a visual rehabilitation or vocational training center.
70. Organize an inclusive sporting event for children with and without visual impairment.
71. Host a fundraiser to purchase and donate white canes for those who are blind.
72. Work with local employers to develop an employee vision screening program.
73. Develop a discount voucher program with optical shops for underserved populations.
74. Design a transportation program for those who are blind or have low vision.

75. Host a "Beep Baseball" game or tournament.
76. Support a guide dog training program through fundraising or voluntary labor.
77. Develop an assistive technology library so people can access resources as their needs change.
78. Create a sensory garden that engages the senses of touch, smell, hearing & taste. Provide braille or audio recordings of signage.
79. Partner with a school for the blind to support assistive technology & maintenance needs.
80. Partner with an orientation and mobility specialist to provide ongoing support to teachers and employers of inclusive classrooms/workplaces.



## Childhood Cancer

81. Provide craft materials, puzzles, books & games to children receiving treatment.
82. Prepare meals for families with children undergoing treatment.
83. Donate gas, parking & food gift cards to families in need or a childhood cancer center.
84. Provide cancer support books and magazines to your local school.
85. Write cards full of well-wishes and share them with a local cancer center.
86. Make or buy new hats, caps, head scarves and blankets to donate to children's cancer centers.
87. Coordinate travel arrangements to and from treatments for a family of a child with cancer.
88. Provide tutoring services to children with cancer and their siblings.
89. Organize a childhood cancer camp or sponsor a child to attend one.
90. Volunteer to assist a family in sharing their story through photography.
91. Sponsor an activity day for children with cancer.
92. Raise awareness through radio public service announcements or social media campaigns.
93. Provide children's entertainment at a hospital or treatment center for children with cancer.
94. Organize a weekend retreat for families with children in remission.
95. Remodel a children's cancer center.
96. Form a support group for those affected by childhood cancer.
97. Familiarize yourself with the bone marrow transplant registry.
98. Volunteer at a housing facility serving children with cancer.
99. Assist at camps for children with special needs.
100. Host a wellness and nutrition day advocating healthy living habits for young people.





## PROJECT IDEAS CHILDHOOD CANCER

### LEARN

- Raise club awareness about childhood cancer by holding an educational talk with a healthcare professional or public health official at your club or district meeting or related events.
- Collaborate with a local childhood cancer hospital or support home staff to learn about the needs of their patients and families. Brainstorm ways your club can address key challenges and gaps.
- Research and develop a list of local childhood cancer organizations in your community to support future projects.
- Identify local advocacy events related to childhood cancer and explore ways to get involved.

### ACT // BEGINNER

- Identify nearby childhood cancer centers and support homes to request a wish or needs list. Conduct a drive to donate the requested items.
- Prepare healthy meals for families with children undergoing treatment. This can be done in collaboration with other community members to ensure the family receives food on a regular basis.
- Collect recyclable materials and donate the profits to a childhood cancer organization.
- Write cards full of well-wishes and share them with a local cancer center.
- Donate financial support or gift cards to identified families in need or a nearby childhood cancer center. This could cover expenses like gasoline, parking, food, medical expenses, etc.
- Make or buy new hats, caps, head scarves or blankets to donate to childhood cancer centers.
- Volunteer at a local childhood cancer organization fundraising event.
- Organize a community drive to assemble a toy library for the enjoyment of patients.
- Participate in a blood donation or bone marrow registry event to benefit cancer treatment.

### ACT // INTERMEDIATE

- Collaborate with an organization that makes wigs for children with cancer to collect and donate hair.
- Provide tutoring services to children with cancer, their siblings, or adult learning opportunities for parents.
- Organize an event with a cancer support center to have family photographs taken.
- Raise awareness of childhood cancer through informational pamphlet distribution, radio public service announcements, or social media campaigns.
- Provide children's entertainment at a local hospital or treatment center for children with cancer. Entertainment can include social visits to read books and play games, hosting a seasonal party, or spending time with siblings of patients.
- Provide funding support for essential medicines and supportive services. Crucial medical needs could include chemotherapy supplies, nutritional supplements, medical equipment, essential staff, etc.
- Participate in a one-time volunteer activity at a childhood cancer camp.
- Organize a community childhood cancer awareness event such as a walk/run event or pamphlet distribution.

### ACT // ADVANCED

- Familiarize yourself with the bone marrow transplant registry. If one is not established in your country, determine what would be needed to create one.
- Organize an advocacy event to impact government policy around childhood cancer.
- Acquire and equip vehicles for the transportation of patients and family members for commuting to and from the hospital.
- Volunteer at established support housing facilities or develop a new one.
- Make yarn character wigs (ex. Superhero, princess) for children with cancer.
- Organize a workshop with medical specialists in child oncology for pediatric physicians, nurses, related medical personnel, or parents to train on early diagnosis of childhood cancer.
- Organize a fun half-day retreat for families of children in remission or the siblings of children with cancer.
- Furnish waiting rooms for the families and guests of children with cancer.
- Organize and facilitate an activity at a childhood cancer camp.
- Create mini-kitchens at hospitals or support homes for food preparation and supply with food.
- Organize a fundraiser for a childhood cancer organization, or for a local family who has been impacted by childhood cancer.





## PROJECT IDEAS DIABETES

### LEARN

- Work with a healthcare professional to organize an educational talk about diabetes, pre-diabetes, prevention and management at your club or district meeting.
- Facilitate a discussion about diabetes to encourage club members to share their personal connections to the disease.
- Visit/explore the website of your national diabetes association and other organizations to learn more about diabetes.
- Share a low glycemic index snack at your club meeting and ask a nutritionist or diabetes educator to teach club members and their families about interpreting food labels.
- Sign-up for MyLION and learn how Lions and Leos are getting involved in diabetes service.
- Download an app that educates and encourages healthy lifestyle choices. Invite club members to participate in a healthy lifestyles related challenge.

### ACT // BEGINNER

- Donate a diabetes magazine subscription or diabetes-related books to your local library.
- Invite a role model with diabetes to a local school to talk about healthy lifestyle choices.
- Sponsor a child to attend a diabetes camp and/or supply a camp with needed supplies.
- Post monthly notices on your club or district website and social media accounts, sharing available community resources for people with or at risk of diabetes.
- Write about healthy lifestyle choices in your community or school newspaper.
- Organize a Strides: Lions for Diabetes Awareness event in your community.
- Develop a list of patient resources and services and distribute them to Lions and the public.

### ACT // INTERMEDIATE

- Partner with healthcare professionals to organize a screening for diabetes, diabetic retinopathy and diabetic foot.
- Promote diabetes prevention through social media campaigns or radio announcements.
- Volunteer for a day at a diabetes camp. Visit [www.diabetescamps.org](http://www.diabetescamps.org) to find a camp near you.
- Sponsor a healthy cooking demonstration for people with diabetes and pre-diabetes.
- **Organize a weekly walking club at your place of work and share a healthy snack afterwards.**
- Bring fresh fruits or vegetables to an elementary school classroom to encourage children to try a variety of healthy foods.
- Collaborate with a healthcare professional to organize a physical activity and promote exercise.
- Donate needed exercise equipment to a community center or school.

### ACT // ADVANCED

- **Organize a community support group for people diagnosed with diabetes and their families.**
- Work with a healthcare professional to organize a mentorship program, pairing a younger person with diabetes with an older mentor.
- Organize a school or community vegetable garden to encourage healthy eating.
- Establish a fitness room or ongoing fitness classes at a community center or school.
- Sponsor a training program for community healthcare workers to learn about screening, community support programs and prevention of diabetes complications.







## PROJECT IDEAS ENVIRONMENT

### LEARN

- Tour a recycling and waste management facility with your club.

### ACT // BEGINNER

- **Plant trees. Consult your local environment authorities to determine the type and number of trees needed, as well as the location for planting.**
- Meet on a monthly basis and clean up a beach, community space, or roadside area as a club.
- Hold an environment themed photo contest at a local school. Reward the winner with a tree planted in their honor or another green form of recognition.
- Challenge all Lions in your club or district to add at least one green habit to their daily lives. Inspire others by sharing your actions on social media. Habits might include:
  - Using a reusable water bottle or coffee mug rather than disposable products.
  - Changing to energy-saving lightbulbs.
  - Setting a time limit for your shower to reduce water consumption.
- Develop a Green Living Tip Sheet and share it electronically with members of your community or network.
- Recognize a local organization or community leader for their efforts in environmental conservation.
- Calculate your carbon footprint with an online calculator. If your footprint is bigger than you would like, purchase carbon credits that are Gold Standard Certified and brainstorm ways you can lower your carbon input.
- Volunteer with your local park service to maintain trails. You will help more people access and enjoy nature!
- Commit to “Meatless Mondays”, or not eating meat one day each week.
- Collect used cellphones and donate them to individuals in need.

### ACT // INTERMEDIATE

- Lead an after school nature walk for young students. Encourage them to make observations and ask questions, then have them draw a picture of their experience afterwards.
- Host a community viewing of an environmental film or documentary.
- Save water by surveying your homes and community for leaks in sinks, communal spigots or water fountains. Contact relevant officials if repairs are needed.
- Work with city officials to paint “no dumping” signs near road drainage areas.
- Identify where to recycle toxic items and share/advertise its schedule of collection campaigns.
- **Organize an environmental mural competition. Paint the winner’s artwork in an appropriate area to beautify your community and promote environmental awareness.**
- Implement a community recycling drive where people donate gently used items to charity organizations.
- Share a meal with students at your school. Afterwards, teach them how to sort their recyclables and trash.

### ACT // ADVANCED

- Develop a demonstration garden or landscaping plot using native plant species to encourage restoration of the local natural habitat and water conservation.
- Sponsor a training program for small farmers on how to make and use organic fertilizers and pesticides.
- Produce a monthly nature program on the local public radio station. Feature environmental topics of local interest, interview environmental activists in your community and promote Lions environmental projects.
- Host a public debate on controversial environmental issues in your community. Share the results with government officials.
- Partner with a local carpenter (or use a DIY tutorial) to build a rain barrel. Then, hold a training with community members to promote using barrels for watering and irrigation.
- Organize an alternative transportation incentive program in your community to encourage walking, biking, public transportation and carpooling.
- Work with local schools to establish organic school gardens and a composting program to improve the quality of school meals and reduce waste.





## PROJECT IDEAS HUNGER

### LEARN

- Invite a community health professional to visit your club and educate members on the prevalence and impact of hunger in your community.

### ACT // BEGINNER

- Support your local food bank by donating time, equipment or food.
- Create a resource list of hunger related volunteer opportunities in your region to share with other clubs in your district.
- Use social media to raise awareness about childhood hunger in your community and to inspire others to become involved.
- Host a healthy eating event at your school, community center or place of worship. Invite a nutritionist as a keynote speaker.
- Deliver nutritious, prepared meals to elderly, disabled or ill community members.
- **Serve meals at a soup kitchen or homeless shelter.**
- Donate to organizations that provide micro-nutrient powders to malnourished children.
- Bring a variety of fruits and vegetables to an elementary school class. Explain to the students where the food comes from and encourage them to taste different types of produce.

### ACT // INTERMEDIATE

- Volunteer with a “gleaning group” to harvest unpicked fruits and vegetables at farms and orchards.
- Host a grocery store or market tour where a nutritionist gives participants tips on choosing healthy and nutritious groceries.
- **Collaborate with a food bank to organize a community food drive, focusing on collecting items most needed in your area.**
- Write a cookbook of inexpensive, healthy, easy-to-make recipes.
- Work with your local school to provide weekend take-home bags of nutritious snacks for children in need.
- Sponsor a cooking class for youth to learn basic cooking skills for healthy living.
- Create an online resource on planning and portioning meals to reduce household food waste.

### ACT // ADVANCED

- Conduct an assessment of food access in your community. Advocate to local government leaders for additional or improved options in areas of need.
- Support pregnant women and new mothers by ensuring there are comfortable, safe and clean areas for them to nurse in the community.
- Use your professional networks to connect food banks to food industry leaders interested in food recovery.
- Develop a program to provide underserved students with food during holiday times when school is not in session.
- Establish a community or school vegetable garden for residents in a food-insecure neighborhood.
- Establish a weekly produce stand in a food desert.
- Create a volunteer transportation program to help individuals and families get to and from grocery stores, food banks and soup kitchens.
- Develop an animal husbandry program where a few families receive a small stock of animals. A portion of the animals’ offspring will be given to neighboring families for sustainable growth of the program.







**Lions Clubs International**

# Reading Action Program

## Project Ideas

- Organize a virtual book drive to support a reading program in your community
- Read to children at a local library or after school program
- Host a book fair and invite an author or illustrator
- Hold a monthly reading challenge for children at your library (encouraging them to read a designated number of minutes every month to win a prize)
- Work with a deaf education teacher to organize a book reading group for children or adults who are deaf
- Volunteer at an after school program to tutor a child in reading
- Donate computers or other technology for learning to a local school, community center or library
- Work with your local school or library to increase access to information in braille
- Supply new parents with books for young children and include facts about the importance of early reading
- Collect new books for a children's hospital
- Sponsor a community spelling contest





- Purchase a children's magazine subscription for a local school or library
- Distribute large print and audio books to local senior centers
- Provide free books for children at a vision or hearing screening or other service activity for children
- Help people who are blind or visually impaired enroll in free, distance learning courses from [The Hadley School for The Blind](#)
- Provide assistive devices to children or adults who have low vision
- Sponsor a creative writing workshop and encourage the children to write a story about their favorite toy, food or an action hero and then have them read it
- Read a book aloud to a small group of children and encourage each child to paint a picture of the story
- Serve as a volunteer reader at a senior center
- Host a board game evening for adults
- Organize a book exchange
- Teach an internet class at a local library - show others how to use the internet for greater access to information
- Organize a community event in connection with the International Literacy Day, held during the month of September, to raise awareness about the importance of reading
- Work with a local school to provide backpacks filled with books and school supplies to children in need
- Host a computer literacy course for adults



## PROJECT IDEAS

### VISION

#### LEARN

- Invite an eye professional to your club to educate Lions and Leos on common eye diseases that may cause blindness if left untreated.
- Access the “Lions Eye Health Program” to educate yourself and your club about blindness prevention.
- Invite a person who is blind or has low vision to talk about technology that aids in mobility or navigation and activities of daily living.
- Complete the free online “Blindness Basics Course” at Hadley School for the Blind to better understand blindness.
- Serve a meal at your club and invite members to eat while blindfolded to raise awareness and build empathy.

#### ACT // BEGINNER

- Collect used eyeglasses and send them to the nearest Lions Eyeglass Recycling Center.
- **Organize a braille, large print and audio book collection to benefit a local school, library or senior center.**
- Volunteer to create audio recordings of books and periodicals for people who are blind.

#### ACT // INTERMEDIATE

- **Work with local eye care professionals to provide a wide variety of community screenings including early childhood, school and all age's vision screenings.**
- Utilizing the Lions Eye Health Program materials, host a public event to promote healthy vision and increase awareness of common eye diseases that can cause vision loss.
- Sponsor a World Sight Day event.
- Sponsor visually impaired students through camps, contests or other activities.
- Create a community arts program for children and adults who are visually impaired.
- Collaborate with an eye bank to promote the importance of corneal donations.
- Develop a directory of community resources and services available for people who are blind or have low vision.
- Volunteer at a recreational camp, rehabilitation or vocational training center for children or adults who are blind or visually impaired.
- Organize an inclusive sporting event for children with and without visual impairment.
- Host a fundraiser to purchase and donate white canes to people who are blind or visually impaired in your community.

#### ACT // ADVANCED

- Work with local employers to develop an employee vision screening program.
- Develop a coupon or voucher program with local optical shops for underserved populations to receive corrective eye wear at a reduced cost or for free.
- Design a transportation program for school children, working adults and seniors who are blind or have low vision.
- Host a “Beep Baseball” game or tournament.
- Support a guide dog training program through fundraising or voluntary labor.
- Develop an assistive technology library so people who have vision impairment can access resources as their needs change.
- Create a sensory garden with plants, water features, and sculptures that engage the senses of touch, smell, hearing and taste. Provide braille or audio recordings of signage.
- Partner with a school for the blind to support their curriculum, assistive technology and maintenance needs.
- Partner with an orientation and mobility specialist to provide ongoing support to teachers of inclusive classrooms and employers of inclusive workplaces.



# EMERGENCY GRANT

Project Ideas, Tips and Frequently Asked Questions



Lions Clubs International  
**FOUNDATION**

## PROJECT IDEAS AND TIPS

Lions should conduct a needs assessment within their community to determine the most effective and impactful relief effort that can be implemented within the grant budget. Lions should ensure the project addresses gaps in the local relief system as opposed to duplicating the efforts of other organizations. Below are some popular projects undertaken by Lions.



Purchase needed relief supplies to distribute at locations serving as temporary shelters for those displaced by the disaster.

Purchase food for food banks, food pantries and other feeding programs to address the increased need resulting from the disaster.

Purchase food to prepare and serve meals; and/or distribute supplemental food packages to disaster victims.

Purchase key supplies to assemble and distribute disaster relief kits to disaster victims.

Arrange to host “Lions Relief Days” at local stores, merchants or vendors and allow victims to shop for immediate needs with Lions funding the purchases.

## IMPORTANT POINTS

- NO CASH payments to be made.



- Payments to be made by check or electronic transfer from the district account to the supplier or vendor.



- Invoices for relief material to be dated subsequent to the grant approval date.

- Relief work to be carried out personally by the Lions. No handing over grant funds/ relief materials to government agencies.



- Adequate photographs to justify the relief work carried out showing Lions and beneficiaries.



## SUBMISSION OF ACCOUNTS - TIME FRAME

- Once the grant is disbursed within a period of **one month** of the receipt of the grant funds the funds have to be utilized and duly reported.



## REPORTING includes the following submissions

- Receipt & Payment account
- Original Invoices / Receipts
- Bank Statements
- Photographs
- District Cabinet Certification
- Beneficiary Testimonials
- Unused grant funds must be returned to LCIF



## FREQUENTLY ASKED QUESTIONS

- 1. Can individual Lions clubs apply for Emergency grants?** No. While clubs may take the lead in implementing the relief effort in their community, the grants are only available to districts. As such, the current District Governor must apply to LCIF.
- 2. Is it possible to get more than one Emergency grant for a disaster?** No. LCIF will consider one request per disaster. The frequency of the requests will be taken into consideration. LCIF is not a primary relief agency and should not be considered as a sole funding option.
- 3. If immediate needs have been met, can the Emergency grant be spent on addressing other needs?** No. The Emergency grant is only for immediate needs. It is important that Lions assess the needs prior to applying to determine if the Emergency grant is appropriate. The Community Recovery grant is another option to address mid-term needs, such as debris removal and minor home repairs.
- 4. Is there a deadline to apply for an Emergency grant?** Yes. Districts must apply within 30 days of the disaster's occurrence. This provides Lions enough time to assess the local needs following a disaster.
- 5. Will LCIF reimburse districts for expenses incurred prior to an Emergency grant being approved?** No. LCIF will not reimburse Lions for expenses incurred prior to approval being given. LCIF will also not accept receipts for these expenses when submitting final reports to LCIF.
- 6. Can districts keep unused grant funds?** No. Unused grant funds should be returned to LCIF if not used within the 30-days granted. If any funds are utilized for ineligible expenses, LCIF will request that amount to be returned to LCIF.
- 7. Who is responsible for overseeing the relief effort?** The District Governor in office at the time the grant is approved is the grant administrator, who should work with the district cabinet and a local committee to implement the relief effort. This is a team effort.
- 8. Can Lions in one district apply for an Emergency grant to help Lions with relief efforts in another district?** No. Emergency grants are only available to the district that is impacted by the disaster. Lions outside the affected district who want to help with local relief efforts may do so independent of LCIF support using their own resources.
- 9. Can Emergency grant funds be used to stockpile supplies for future disasters?** No. The Emergency grant should address the needs of the current disaster situation, not future disasters or to restock relief supplies. If districts wish to prepare for future disasters, the Disaster Preparedness Grant is the best option to pursue.
- 10. Can Lions partner with community organizations in the relief effort?** Yes. Lions may partner with other organizations, as appropriate. However, the grant funds or supplies may not be handed over or donated to another organization to carry out the relief effort.
- 11. Does LCIF require a report when the relief effort is completed?** Yes. A final report must be submitted to LCIF detailing the results of the relief effort. A report form will be provided. The district cabinet must review and approve the report before it is sent to LCIF.

Please contact the Humanitarian Initiatives Department at [LCIFemergencygrants@lionsclubs.org](mailto:LCIFemergencygrants@lionsclubs.org) with any questions.



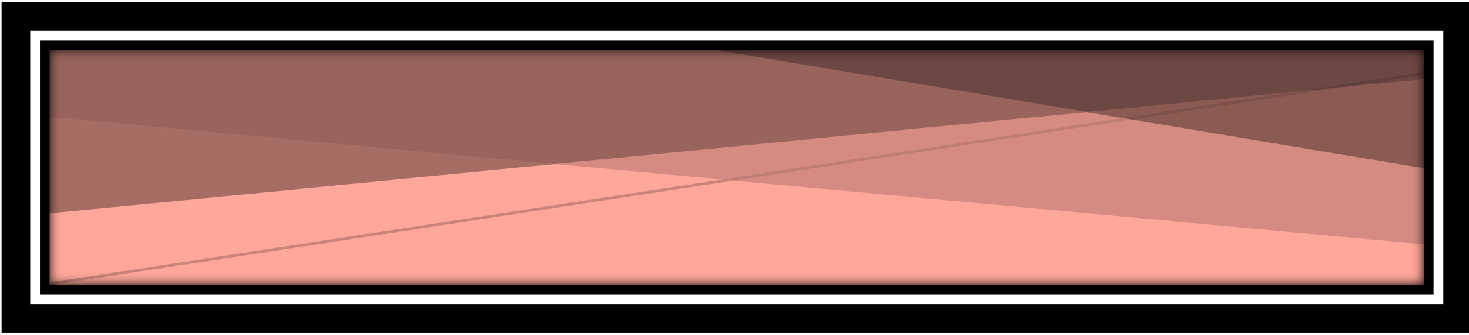
**Lions Clubs International  
FOUNDATION**

**Lions Clubs International Foundation  
Humanitarian Initiatives Department**  
300 W. 22nd St. | Oak Brook, IL 60523-8842 USA  
+1.630.203.3819 | [www.lcif.org](http://www.lcif.org)

LCIF47B\_EN 5/21  
LCI and LCIF are equal opportunity providers.







# **GUIDE FOR CHARITABLE FILING REQUIREMENTS FOR LIONS CLUB INTERNATIONAL IRS STATE OF CALIFORNIA**

**Compliance information for 501(C)4 and 501(C)3  
Lions Clubs and Districts**

**Informational Guide For MD4 Lions Clubs & Districts**

## **Abstract**

The following guide is for training and informational purposes only and is not intended to provide either legal or tax advice and should not be relied upon for those purposes. Should you have specific questions, please contact your personal lawyer or tax advisor. Fees noted in this document may have changed. Please review fee schedules to be certain you are submitted the correct amount.

Prepared by IPDG Sarah Enloe and Lion Carl Enloe  
Updated March 2024 – Claudia Miller 4-A1 DG

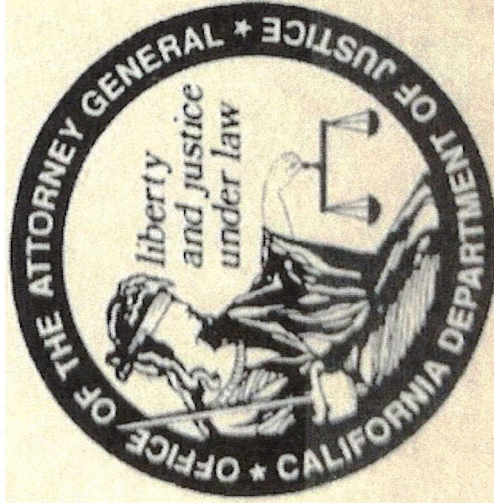
THE CALIFORNIA ATTORNEY GENERAL'S

# Registry of Charitable Trusts

Registration Renewal Program

## NEW FORMS/ NEW FEES

Effective January 1, 2022, the RRF-1 form and fee schedule has changed. All renewal submissions are now required to pay a fee regardless of the revenue. Please check the OAG Charities website to verify your current status, download updated forms and determine the fee due.



Total Revenue	Fee
Less than \$50,000	\$25
Between \$50,000 and \$100,000	\$50
Between \$100,001 and \$250,000	\$75
Between \$250,001 and \$1 million	\$100
Between \$1,000,001 and \$20 million	\$200
Between \$20 million and \$100 million	\$400
Between \$100 million and \$500 million	\$800
Between \$500 million and \$1 billion	\$1,000
Greater than \$1 billion	\$1,200



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## **CHARITABLE FILING REQUIREMENTS GUIDE FOR LIONS CLUBS 501(C)4 AND LIONS FOUNDATIONS 501(C)3**

The purpose of this Guide is to provide guidance and statutory Registration and Annual Charitable Filing Requirements with the Internal Revenue Service (IRS) and the State of California for all **Lions Clubs 501(C)4** and **Lions Foundations 501(C)3**.

ALL new Lions Clubs 501(C)4 and Lions Foundations 501(C)3 **must submit** a formation application to Lions Clubs International (LCI) and receive formation approval and be properly registered with the IRS; State of California Franchise Tax Board (FTB); Attorney General's (AG) Charitable Trust Division; and Secretary of State (SOS) prior to engaging in charitable activities.

ALL Lions Clubs are under the group exemption of LCI 501(C)4 organization and cannot be changed. Donations to these clubs are **NOT** ordinarily tax deductible to the donor.

A Lions Club may create a separate Lions Foundation as a 501(C)3 (in addition to its required creation of a 501(C)4 organization), which will allow some donations to be tax deductible. The Lions Club then ends up with two separate entities; in this case these entities, The Lions Club (under LCI's group exemption), as well as the Lions Foundation (under the 501(C)3 exemption), each of which, will have its own EIN number and must complete its own IRS and State of California tax and charitable annual filings. The Lions Foundation 501(C)3 must be independent of the normal administration and have its own Board of Directors.

## Why Form A Lions Foundation?

A Lions Foundation formed in accordance with IRC 501(C)3 would be eligible to obtain a 1023 exemption number from the IRS which would qualify a contributor's donation as tax deductible to the extent allowed by law. Other benefits available to a 501(C)3 organization include exemption from property and sales taxes in most states. The Form 1023 user fee application for recognition of exemption under IRC 501(C)3 is \$275.00 and must be paid at the time of submission.

**To form a Lions Foundation, the by-laws, and policies of LCI provide that the applying Club or District must request authorization from Lions Clubs International. Also, the applying Lions Foundation must satisfy criteria established by the International Board of Directors, as set forth below.**

**(Exhibit A): International Board of Directors' Criteria:** Please submit the following for review and authorization to the Lions Clubs International Legal Division:

**(Exhibit B): Application for Use of the Lions' Name and Logo:** A completed application for use of the Lions name and/or emblem.

**(Exhibit C): Sample Club Resolution:** A copy of the minutes or resolution of the club or district indicating the support of the Lions Club or District in the formation of the said Lions Foundation.

**(Exhibits D and E, respectively):** A copy of the proposed Articles of Incorporation and Constitution and By-Laws for the Lions Foundation.

These samples may assist your club or district in developing your own documents for filing. You may need to seek further review by local legal counsel to ensure that any Articles of Incorporation and By-Laws meet the requirements of incorporation under the laws of the State in which the Lions Foundation is to be formed.

**For additional information, contact:**

**Legal Division**

**Lions Clubs International**

**300 W. 22<sup>nd</sup> Street**

**Oak Brook, IL 60523**

**In your browser type:**

**Lions Clubs International Legal**

**These are the Entities, with common short titles, that Lions must file with:**

1. Lions Clubs International (**LCI**)
2. Internal Revenue Service (**IRS**)
3. Franchise Tax Board (**FTB**)
4. California, Attorney General (**AG**), Charitable Trust Division
5. California Secretary of State (**SOS**)

**Additional information you need to be familiar with:**

1. **FEIN - Federal Employer Identification Number** - IRS (9 digit)
2. **RCT Registration Number** – AG (6 digit)
3. **SOS/FTB Corporate/Organization Number** – SOS (7 digit)
4. **Organization Number** - Franchise Tax Board (7 digit)

**Forms:**

LIONS CLUBS – 501(C)4			
IRS	FTB	AG	SOS
SS-4	Form 3500A	CT-1	Form ARTS-MU
Form 8976	Form 199	RRF-1	Cover Sheet
Form 1024A		CT-TR-1*	Form LP/UNA
		*(Depends on Income)	Cover Sheet
	Form 199N CA ePostcard* (*Depends on Income)		
	Form 109		
Form 990-EZ or Form 990-N (ePostcard)* (Depends on Income)			

<b>LIONS FOUNDATION – 501(C)3</b>			
<b>IRS</b>	<b>FTB</b>	<b>AG</b>	<b>SOS</b>
SS-4	Form 3500	CT-1	Form ARTS-PB-501((c)(3)
Form 8976	Form 199	RRF-1	Cover Sheet
Form 1023		CT-TR-1* (*Depends on Income)	
	Form 199N or ePostcard* (*Depends on Income)		
	Form 109		
Form 990-N or 990-N (ePostcard)* (*Depends on Income)			

## Links:

### IRS - Internal Revenue Service:

For **CURRENT STATUS** on your filing requirements and other important information, visit:

<https://www.irs.gov/charities-and-nonprofits>

For **TAX EXEMPT ORGANIZATION SEARCH**, visit:

<https://apps.irs.gov/app/eos/>

For **ANNUAL FILINGS AND FORMS**, visit:

<https://www.irs.gov/charities-non-profits/annual-filing-and-forms>

To **APPLY FOR THE EMPLOYER IDENTIFICATION NUMBER (EIN) On-line**, visit:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

To **APPLY FOR FORM 8976, Notice of Intent to Operate Under Section 501(c)(4)**, visit:

[Electronically Submit Your Form 8976, Notice of Intent to Operate Under Section 501\(c\)\(4\) | Internal Revenue Service \(irs.gov\)](#)

To **APPLY FOR E-POSTCARD**, visit:

[Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\) | Internal Revenue Service \(irs.gov\)](#)

## **FTB - Franchise Tax Board:**

### **To Apply for FTB 3500A Submission of Exemption Request, visit:**

All corporations and unincorporated organizations, even if organized on a nonprofit basis, are subject to California corporation franchise or income tax until the Franchise Tax Board (FTB) gives exempt status to the organization. Until the exemption is given, the organization remains taxable.

California acknowledges federally tax-exempt Internal Revenue Code (IRC) Sections 501(c)(3), 501(c)(4), 501(c)(5), 501(c)(6), 501(c)(7), or 501(c)(19), organizations as tax-exempt from state income tax if the organization submits form FTB 3500A, Submission of Exemption Request, and a copy of its valid federal determination letter to the FTB.

<https://www.ftb.ca.gov/forms/misc/3500A-instructions.html>

### **To Apply for FTB Entity Status Letter, visit:**

After you have submitted your initial registration with FTB on-line, you will receive an Entity Status Letter:

<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>

## **What is an Entity Status Letter?**

It verifies whether or not an entity is in good standing with the FTB and provides certification for:

- Legal status in court proceedings.
- An outstanding liability that could have an effect on an entity's credit rating (e.g., the closing of escrow).
- Verification of an exempt status.
- Registering a corporation or LLC to transact business in another state.

**It does not reflect the entity's status with other agencies.**

## Types of entities:

You can request an entity status letter for the following:

- Corporations
- **Exempt organizations**
- Banks
- Financial institutions
- Limited liability companies (taxed as corporations, partnerships, or disregarded entities)

For other types of entities, get a Certificate of Status from the California Secretary of State for a fee.

**NOTE:** The Entity Status Letter states that (box #)

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is NOT in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 1f.
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on \_\_\_\_\_ through the Franchise Tax Board Administrative Dissolution process.

**If box #1 is marked X does not mean the entity is currently exempt from tax under R&TC Section 1f.**

**Both boxes 1 and 3 should be marked X by Franchise Tax Board to be exempt from tax under R&TC 1f.**

**AG - Attorney General Verification Search to check an organization status:**

<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

The Registry Verification Search tool allows a registrant's public filings to be viewed and downloaded from the Registry database. These public filings include a copy of the annual information return (Form 990, 990-PF, and 990-EZ) filed with the Registry, as well as registration forms and documents that organizations are required to file with this office.

**AG - Attorney General Initial Registration and Renewals:**

<https://oag.ca.gov/charities/renewals>

**SOS - Secretary of State:**

<https://www.sos.ca.gov/business-programs/bizfile/file-online>



## **Submission of and Approval of New Lions Club 501(C)4 and/or Lions Foundation 501(C)3 Application**

ALL Lions Clubs and/or Lions Foundation must submit their request/application for approval to become a Lions Club 501(C)4 and/or Lions Foundation 501(C)3.

You may also contact the LCI, Legal Division for additional information regarding the initial approval and registration of your new Lions Club 501(C)4 and/or Lions Foundation 501(C)3. They will provide you information on how to request approval

After the Lions Club and/or Lions Foundation is approved by LCI, below are the following steps you need to complete for the **initial registration** with the four entities mentioned above.

**Lions Club Foundation 501(C)3 Annual Filing Requirements: The Foundation must annually submit its current governing documents along with a list of its current officers to the Legal Division.**

Again, this is just a Guide prepared for all Lions that will help you with this process.

### **1. Internal Revenue Service (IRS) – Within 30 days of approval by LCI.**

a. Apply for EIN Individual Request Online Application -

b. <https://www.irs-ein-tax-id.com/?>

[gad\\_source=1&qclid=CjwKCAiA3JCvBhA8EiwA4kuiZsh5Ks03KX8oXHADBIUvAK](https://www.irs-ein-tax-id.com/?gad_source=1&qclid=CjwKCAiA3JCvBhA8EiwA4kuiZsh5Ks03KX8oXHADBIUvAK)

[IUihoYS7ZJmSPNp8fNJUhKD6HOMGQXCxoCJ84QAvD\\_BwE](https://www.irs-ein-tax-id.com/?gad_source=1&qclid=CjwKCAiA3JCvBhA8EiwA4kuiZsh5Ks03KX8oXHADBIUvAK)

**Hours of Operation Monday to Friday, 7 a.m. to 10 p.m. Eastern**

You must complete this application in one session, as you will not be able to save and return at a later time.

For security purposes, your session will expire after 15 minutes of **inactivity**, and you will need to start over

- You will receive your EIN immediately upon verification.  
[When will I be able to use my EIN?](#) If you wish to receive your confirmation letter online, we strongly recommend that you install [Adobe Reader](#) before beginning the application if it is not already installed.

**Save and/or print the page that says....Congratulations! Your EIN has been successfully assigned.**

**The confirmation letter is your official IRS notice and contains important information regarding your EIN.**

**Or**

- b. Download the Application for Employer Identification Number [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

**[Form SS-4 \(Rev. September 2023\) \(irs.gov\)](#)**

## **2. Internal Revenue Service (IRS) – Within 60 days of approval by LCI**

### **Requirement for Lions Clubs 501(C)4 organizations – Form 8976**

- a. Internal Revenue Code Section 506 requires an organization notify the IRS of its intent to operate as a Section 501(C)4 organization.

### **Form 8976, Notice of Intent to Operate Under Section 501(C)4**

- 1. Form 8976, Notice of Intent to Operate Under Section 501(C)4, must be submitted electronically. To do this, use the Form 8976 Electronic Notice Registration System

**[Electronically Submit Your Form 8976, Notice of Intent to Operate Under Section 501\(c\)\(4\) | Internal Revenue Service \(irs.gov\)](#)**

You do not need special software to submit a notification. You do need an email address to activate your login ID and password. The system allows organizations to complete the notification process, keeps account information current and enables organizations to receive secure, digital communications from the IRS.

- a. A fee of \$50 must be submitted to Pay.gov with your registration to complete your organization's notification. If you don't submit the fee, you will receive a non-payment notice within 5 days reminding you to pay the fee. If you don't submit the fee within 14 days, your form will be rejected.**
- b. Form 8976 and the corresponding fee may only be completed and submitted electronically. There is no paper form.**
- c. Organizations complete Form 8976 only once. However, you will have to file annual information returns or notices (e.g., Form 990, Form 990-EZ, or Form 990-N) depending on your total assets and gross receipts (total assets and gross receipts includes a total of both your Administrative Account and your Community/Project Account).

**In addition to submitting Form 8976, organizations operating as 501(C)4 organizations may also choose to file [Form 1024-A](https://www.irs.gov/forms-pubs/about-form-1024-a),**

**<https://www.irs.gov/forms-pubs/about-form-1024-a>**

Application for Recognition of Exemption Under Section 501(C)4 of the Internal Revenue Code, to request recognition of tax-exempt status. Submission of a Form 1024-A does not relieve an organization of the requirement to submit Form 8976.

## **Who must submit Form 8976?**

The requirement applies to organizations intending to operate under Section 501(C)4 only. Organizations operating under any other 501(c) section should not file this notice.

**In general, an organization that intends to be described in Section 501(C)4 must notify the IRS that it is operating as a Section 501(C)4 organization within 60 days of its formation.**

There are certain exceptions to the notification requirement. Organizations that filed a Form 990 (or, if eligible, Form 990-EZ or Form 990-N) or a Form 1024 seeking a determination letter recognizing exemption under Section 501(C)4 on or before July 8, 2016, are not required to file the notification. For additional information, please refer to [Rev. Proc. 2016-41 \(PDF\)](#).

## **Notification due date**

For most organizations, the notification is due no later than 60 days after the organization is established.

If an organization does not submit the notification within 60 days, a penalty of \$20 per day for each day the failure continues, up to a maximum of \$5,000, will be assessed. For certain organizations in existence as of December 18, 2015, please see [Rev. Proc. 2016-41 \(PDF\)](#) for information regarding the timing for submitting the notification.

## **3. Internal Revenue Service (IRS) – Within 60 days of approval by LCI.**

- a. **File Form 1024-A – Application for Recognition of Exemption** – under Section 501(C)4 of the Internal Revenue Code. Part I through IX.

**NOTE:** Per LCI Legal, Form 1024-A is used to reinstate Suspended and/or Revoked Status of 501(C)4.

## **4. Franchise Tax Board – Within 30 days of approval by LCI.**

Submission of Exemption Request (Form 3500A)

1. If you have a federal determination letter:

- a. [Download the form](#) (If your status was revoked, you cannot use this form)
- b. Complete, print, and mail your request with your federal determination letter to:

Exempt Organizations Unit MS F120  
Franchise Tax Board  
PO Box 1286  
Rancho Cordova CA 95741-1286

For current status on your filing requirements and other important information, visit:

<https://www.irs.gov/charities-and-nonprofits>

## 5. California Attorney General, Charitable Trusts Division

When a charitable organization fails to submit complete filings for each fiscal year, its status on the Attorney General's Registry of Charitable Trusts will be listed as **Delinquent**. If the delinquency is not remedied, the Registry status will be further changed to **Suspended, and/or Revoked**.

A charitable organization that is **NOT** in good standing with the Registry of Charitable Trusts may **NOT** operate or solicit donations in California. (Cal. Code of Regs., tit. 11, § 999.9.4.)

If your charitable organization received a delinquency letter, it is because it has **not filed one or more of the required annual reports** with the Registry. The Registry's Delinquency Program provides guidance to assist delinquent charities and trustees.

It is recommended that all Lions Clubs and/or Lions Foundation should check the organization status every **six months** to make sure that your status is active and/or current.

The [Registry Verification Search](#) tool allows a registrant's public filings to be viewed and downloaded from the Registry database. These public filings include a copy of the annual information return (Form 990, 990-PF, and 990-EZ) filed with the Registry, as well as registration forms and documents that organizations are required to file with this office.

For organization status, visit the Attorney General [Verification Search](#).  
Click link below.

<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

## **AG - Attorney General (Initial Registration Submission Requirements)**

To complete the initial registration with AG, Charitable Trust Division, please complete and submit the following documents and information to the AG, Charitable Division:

1. [Form CT-1 & Instructions, pdf](#), click link

<https://oag.ca.gov/charities/initial-reg>

2. \$25 initial registration fee (payable to Department of Justice)
3. Charitable Organization's Founding Documents
  - a. Founding documents would include Articles of Incorporation, Articles of Organization, Articles of Association, Trust Agreement, and/or Bylaws.
  - b. If incorporated, please make sure to submit endorsed/certified original Articles of Incorporation and any endorsed amended articles stamped by the California Secretary of State in which domiciled.
4. A copy of the most Current Bylaws.
5. IRS determination letter (if received from the IRS). If the determination letter has not yet been received, please provide the entity's FEIN. If unavailable, a copy can be requested from the IRS at [irs.gov](https://irs.gov).
6. A copy of the Application for Recognition of Exemption Under Section (501)(c)(3) of the Internal Revenue Code (IRS Form 1023, 1023-EZ, or 1024-A (501)(c)(4)), if submitted. If unavailable, a copy can be requested from the IRS at [irs.gov](https://irs.gov)

Once the Lions Club and/or Lions Foundation is registered and has been assigned a State Charity Registration Number (CT#), the Registration Fee Report (RRF-1); CT-TR-1 (Depend On Income); and IRS Form 990, 990-EZ, and 990 PF (if applicable) must be filed **ANNUALLY**.

If the organization's gross income is less than \$50,000, you will file **the 990-N (ePostcard)**, and the copy of the post card should be attached to the annual filing.

## **NOTE: UNREGISTERED ENTITY WITH DELINQUENT STATUS, SUSPENDED AND/OR REVOKED**

If the organization has been operating as an UNREGISTERED ENTITY in California in previous fiscal years, must file the following to clear the DELINQUENT STATUS, SUSPENDED, AND/OR REVOKED.

1. Past Renewal Fee Reports to Attorney General of California, Sections 12586 and 12587 California Code 11 Cal. Code Regs. Sections 301-307, 311 and 312 RRF-1)
2. Fees, if applicable
  - a. Applicable tax returns for applicable years must accompany when filing the RRF-1 (up to 7 years of tax returns)

Please wait until the organization is registered and have been provided a CT# before submitting any RRF-1 reports.

Mailing	Address
California Attorney General's Office	
Registry of Charitable Trusts	
P.O. Box 903447	
Sacramento, CA 94203-4470	

## **RRF-1 ONLINE RENEWALS: DONE *ONLINE***

See the [Online Renewals System](#) Section of the [Annual Registration Renewal](#) page

<https://oag.ca.gov/charities/renewals#online>

As of **February 1, 2020**, the newly updated **Form RRF-1 and CT-TR-1** (if applicable) are required. Significant changes to the forms include:

- **New Form CT-TR-1** must be filed **ANNUALLY** by charities with **annual revenue under \$50,000**; and
- The **RRF-1 ANNUAL registration renewal form** now requires reporting additional information, **including noncash donations**.

Every charitable corporation, unincorporated association, and trustee doing business or holding property in California is required to annually renew its registration with the Attorney General's Registry of Charitable Trusts. Each year, an **ANNUAL** registration renewal report (Form RRF-1) and CT-TR-1 (depend on income) must be filed with the applicable renewal fee. **The failure to renew the registration will lead to the charitable organization being listed as delinquent with the Attorney General's Registry of Charitable Trusts and may lead to the loss of tax exemption status with the Franchise Tax Board.**

## Required Annual Filings

Depending on gross annual revenue and other factors, some or all of these may be required annually:

- [Form RRF-1 & Instructions, pdf](#)

[https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1\\_form.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf)

- [Form CT-TR-1 & Instructions, pdf](#)

<https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/ct-tr1-form.pdf>

- Renewal fees
- Copies of IRS Form 990, 990-EZ, or 990-PF, including all schedules. Form 990-N is not required by this office.



## Due Date for Annual Renewal Filings

The above listed required annual filings and registration fees are **due 4 months and 15 days (NOVEMBER 15)** after the charitable organization's fiscal year ends **unless** the IRS has granted an extension. Charitable organizations that have been granted an extension of time from the IRS are **not** required to submit Form RRF-1 and renewal fees until IRS Form 990 filings have been completed.

If your organization has obtained an extension from the IRS for filing the IRS Form 990, please file the IRS Form 990, a copy of the extension letter, the Form RRF-1, and the applicable renewal fees, together as one complete package with the Registry of Charitable Trusts.

**Failure to submit complete annual filings with renewal fees may result in the charitable organization's registration status being changed from *Current to Reporting Incomplete*.**

**For Lions Clubs, your annual filing due date, click on your fiscal year ending date: June 30.**

**If you have any questions, contact:**

**<https://oag.ca.gov/charities/contacts/renewals>**

## Renewal Forms & Links

- **[Form RRF-1 & Instructions, pdf](#)**  
**Annual Registration Renewal Fee Report**

Form RRF-1 must be filed annually within 4 months and 15 days (November 15) after the end of an organization's accounting period.

- **[CT-TR-1 & Instructions, pdf](#)**  
**Annual Treasurer's Report**

**Effective February 1, 2020:** Charitable organizations whose total revenue for the fiscal year is under \$50,000 must file this form along with Form RRF-1.

- **IRS Form 990** Series & Instructions
- The Registry's Guide for Charities Page
- Nonprofit Transactions Requiring Notice or Attorney General Approval
- Audit Requirements under the Nonprofit Integrity Act
- Executive Compensation under the Nonprofit Integrity Act

## **6. Secretary of State - SOS**

<https://businesssearch.sos.ca.gov/?filing=corp>

<https://www.sos.ca.gov/business-programs/business-entities/forms/>

<https://bpd.cdn.sos.ca.gov/corp/pdf/articles/arts-pb.pdf>

### **Initial Registration Submission Requirements**

To complete the initial registration for Lions Clubs 501(C)4 with the Secretary of State, please complete and submit the following documents and information.

### **Instructions for Completing the Articles of Incorporation of a Nonprofit Mutual Benefit Corporation (Form ARTS-MU)**

<https://bpd.cdn.sos.ca.gov/corp/pdf/articles/arts-mu.pdf>

A corporation organized for other than religious, charitable, civic league or social welfare purposes and planning to obtain state tax exempt status under provisions other than California Revenue and Taxation Code section 23701d and 23701f, and/or federal tax exempt status under Internal Revenue Code section **501(C)4** or is not planning to be tax exempt at all, is a nonprofit Mutual Benefit corporation.

To form a **Nonprofit Mutual Benefit Corporation in California**, you must file Articles of Incorporation with the California Secretary of State (FORM ARTS-MU).

- Form ARTS-MU has been created for ease in filing, however, you can compose your own document, provided it meets statutory requirements.
- Before submitting the completed form, you should **consult with a private attorney for advice** about your specific business needs and whether additional article provisions for the corporation are needed.

If a 501(C)4 Lions Club does not desire to seek and/or obtain a Corporation status, then the Lions Club shall file **Form LP/UNA 128 – Registration of Unincorporated Nonprofit Association pursuant to California Corporation Code Section 21300.**

Important Additional Steps to Obtain Tax Exemption and Avoid Paying the Minimum \$800 Annual Tax:

- California nonprofit corporations are not automatically exempt from paying California franchise tax or income tax each year. Most corporations must pay a minimum tax of \$800 to the California Franchise Tax Board (FTB) each year. (California Revenue and Taxation Code section 23153.)
- A separate Exemption Application (**Form FTB 3500A**) is required in order to obtain tax exempt status in California. For more information, go to:

<https://www.ftb.ca.gov/forms/misc/927.html#927>.

- For information regarding FTB forms and publications, visit their website at **ftb.ca.gov** or contact the FTB at (800) 852-5711 (from within the U.S.) or **(916) 845-6500** (from outside the U.S.).

#### **Fees:**

- Filing Fee: The fee for filing Articles of Incorporation of a Nonprofit Mutual Benefit Corporation is **\$30.00**.

- **Faster Service Fee:**

Counter and guaranteed expedite services are available only for documents submitted in person (drop off) to our Sacramento office.

1. **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person (drop off) your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
2. **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee instead of the counter drop off fee.

For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to:

[www.sos.ca.gov/business/be/service-options](http://www.sos.ca.gov/business/be/service-options).

### **Copies:**

Upon filing, we will return one (1) plain copy of your filed document for free and will certify the copy upon request and payment of a **\$5** certification fee.

To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted.

Additional copy fees are **\$1.00** for the first page and **\$0.50** for each additional page.

For certified copies, there is an additional **\$5.00** certification fee, per document.

**Payment Type:**

Check(s) or money orders should be made payable to the Secretary of State. **Do not** send cash by mail. If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard®).

**Processing Times:**

For current processing times, go to:

[www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

ARTS-MU Instructions (REV 06/2019) 2019 California Secretary of State  
bizfile.sos.ca.gov.

**If you are not completing this form online, please type or legibly print in black or blue**

**Instructions for Completing the Articles of Incorporation of a Nonprofit Public Benefit Corporation (Form ARTS-PB-501(C)3)**

A corporation organized primarily or exclusively for charitable purposes and which plans to obtain state tax exempt status under California Revenue and Taxation Code section 23701d and/or federal tax exempt status under Internal Revenue Code section **501(C)3** is a **nonprofit Public Benefit corporation**.

To form a Nonprofit Public Benefit Corporation in California Lions Foundation, you must file **Articles of Incorporation with the California Secretary of State. This form is for use by corporations seeking tax-exempt status within the meaning of Internal Revenue Code section 501(C)3.** Do not use this form if the corporation is seeking other types of tax exemptions.

- Form ARTS-PB-501(C)3 has been created for ease in filing, however, you can compose your own document, provided it meets statutory requirements.

- Before submitting the completed form, you should **consult with a private attorney** for advice about your specific business needs and whether additional article provisions for the corporation are needed. Important Additional Steps to Obtain Tax Exemption and Avoid Paying the Minimum \$800 Annual Tax:

- California nonprofit corporations are not automatically exempt from paying California franchise tax or income tax each year. Most corporations must pay a minimum tax of \$800 to the California Franchise Tax Board (FTB) each year. (California Revenue and Taxation Code section 23153.)

- A separate Exemption Application (**Form FTB 3500**) is required in order to obtain tax exempt status in California. For more information, go to:

<https://www.ftb.ca.gov/forms/misc/927.html#927>.

- For information regarding FTB forms and publications, visit their website at <https://www.ftb.ca.gov> or contact the FTB at (800) 852-5711 (from within the U.S.) or (916) 845-6500 (from outside the U.S.).

## **Payment Type:**

Check(s) or money orders should be made payable to the Secretary of State. Do **not** send cash by mail. If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard®).

**Processing Times:** For current processing times, go to:

[www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

ARTS-PB-501(C)3 Instructions (REV 06/2019) 2019 California Secretary of State bizfile.sos.ca.gov.

**If you are not completing this form online, please type or legibly print in black or blue ink.**

## What's Next? Required Filings.

**Within 90 days after filing the Articles of Incorporation and every two years thereafter based on the entity's Incorporation date**

A Statement of Information **Form SI-100** must be filed with the California Secretary of State within **90 days** after filing the Articles of Incorporation and every two years thereafter during the applicable filing period (Section 6210). A Statement of Information can be filed online at:

<https://www.sos.ca.gov/business-programs/bizfile/>

or by submitting **Form SI-100**.

California law requires all corporations, limited liability companies and common interest development associations to update the records of the California Secretary of State either every year or every two years based on year of registration by filing a statement, as described below.

Please refer to the instructions included with the form for complete filing information, applicable filing periods/due dates, fees required to file the statement, penalties for not timely filing the required statement, and statutory provisions.

For additional tips on filing a Statement of Information, visit

[Statement of Information Help](#).

<https://www.sos.ca.gov/business-programs/business-entities/statements/help/>

## Statement of Information:

- [E-File](#) - The required Statement of Information for most corporations can be submitted electronically and is generally processed in one

business day. Statements submitted on paper should be directed to the Secretary of State's office in Sacramento, either by mail or dropped off in person. Statements for limited liability companies and common interest developments must be submitted on paper, by mail or in person (drop off), at this time.

## **Filing Period:**

### **Filing tip:**

If the corporation's Articles of Incorporation were originally filed with the California Secretary of State in an even-numbered year, file the SI-100 (and SI-CID, if applicable) every even-numbered year. If the corporation originally filed Articles of Incorporation with the California Secretary of State in an odd-numbered year, file every odd-numbered year.

## **Tips for Filing Online:**

Please visit [Statements of Information](https://www.sos.ca.gov/business-programs/business-entities/statements/) to obtain forms to submit by paper.

<https://www.sos.ca.gov/business-programs/business-entities/statements/>

### **To file online, users will need:**

- Internet Explorer version 8 or later.
- A valid Visa or MasterCard.
- Software to view PDF/A files if a free electronic copy is requested.

**A statement is not submitted for filing until after the credit card payment has been accepted, and the payment confirmation screen is displayed.** The payment confirmation screen provides the ability to enter an email address for a free PDF copy. Statements are normally filed within 1 business day and, if requested, electronic copies are sent out within 3 business days.

The returned electronic copy will be in a secure PDF/A format. Forms may appear blank if viewed with software that is incompatible with the file format,



or when viewed on cell phones or tablets. The Secretary of State recommends viewing the return copies on a desktop, laptop or notebook computer.

Note: If "no change" is selected, the "no change" box on the form image will be checked and the form will only display the entity name, the corporation number, the date submitted, and the name and title of the submitter.

## **Tips for Filing Corporation Statements of Information**

- Include the appropriate filing fee when submitting Statements of Information. Filing fees are available on

[Forms, Samples and Fees.](#)

<https://www.sos.ca.gov/business-programs/business-entities/forms>

If a statement is being filed to update any information on a previously filed statement and is being filed outside the statutory filing period, no fee is required. If filing the statutory required statement, the total filing fee is \$30 for non-profit mutual benefit corporations.

- The name of the corporation must be entered exactly as it is registered with the California Secretary of State. The name and entity number can be researched on <https://bizfileonline.sos.ca.gov/search/business>
- If the agent for service of process of the entity has changed or resigned, a fully completed statement must be submitted.
- Addresses must be completed with the city, state and zip. The submitted form will be returned unfiled if an address is incomplete or if a P.O. Box is entered as a street address.
- Corporations must have all three statutory officers. (Chief Executive Officer, Secretary and Chief Financial Officer.) Comparable titles may be added, but the preprinted titles on the form must not be altered. Each officer must have a complete business or residential address.
- A complete California street address is required for an agent for service of process. The submitted form will be returned unfiled if a P.O. Box is

entered as the agent address. If the entity named as agent is a corporation, it must meet the requirements of California Corporations Code section 1505. A corporation cannot act as its own agent.

- The type of business entered must be specific to the type of business in which the corporation currently is engaged.
- The information on the form must be legible for scanning. Either type or write the information neatly.
- The most current forms are available at the link below. Submissions on incorrect or outdated forms will be returned unfiled.

<https://bizfileonline.sos.ca.gov/forms/business>

- The required Statement of Information must be submitted on-line and is processed generally in one business day.

**We hope that these guidelines will be of some guidance in assisting your club in establishing a Lions Club and/or Lions Foundation.**

**Good luck and thank you for your attendance today.**



# **The International Association of Lions Clubs**

## **CONSTITUTION AND BY-LAWS**

### **STANDARD CLUB**

*Fiscal Year 2024-2025*

# *Lions Clubs 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 endeavors.*

## **VISION STATEMENT**

**TO BE** *the global leader in community and humanitarian service.*

## **MISSION STATEMENT**

**TO EMPOWER** *Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

## STANDARD CLUB CONSTITUTION

<b>ARTICLE I – Name</b>	7
<b>ARTICLE II – Purposes</b>	7
<b>ARTICLE III – Membership</b>	
SEC. 1 – Eligibility for Club Membership	7
SEC. 2 – Membership by Invitation	7
SEC. 3 – Forfeiture of Membership	7
<b>ARTICLE IV – Emblem, Colors, Slogan and Motto</b>	
SEC. 1 – Emblem	8
SEC. 2 – Use of Name and Emblem	8
SEC. 3 – Colors	8
SEC. 4 – Slogan	8
SEC. 5 – Motto	8
<b>ARTICLE V – Supremacy</b>	8
<b>ARTICLE VI – Club Size</b>	9
<b>ARTICLE VII – Officers</b>	
SEC. 1 – Officers	9
SEC. 2 – Removal	9
<b>ARTICLE VIII – Board of Directors</b>	
SEC. 1 – Members	9
SEC. 2 – Quorum	9
SEC. 3 – Duties and Powers	9
<b>ARTICLE IX – Delegates to International and District Conventions</b>	
SEC. 1 – Delegate Entitlement International Convention	10
SEC. 2 – Delegate Entitlement District/Multiple District Convention	10
SEC. 3 – Selection of Club Delegate(s) and Alternate(s)	10
<b>ARTICLE X – Club Branch Program</b>	
SEC. 1 – Branch Formation	11
SEC. 2 – Membership in Parent Club	11
SEC. 3 – Fundraising	11
SEC. 4 – Designated Club Branch Funds	11
SEC. 5 – Dissolution	11
<b>ARTICLE XI – Club Funds</b>	
SEC. 1 – Public (Activity) Funds	11

SEC. 2 – Administrative Funds .....	11
-------------------------------------	----

## **ARTICLE XII – Amendments**

SEC. 1 – Amending Procedure .....	11
SEC. 2 – Notice .....	12

## **BY-LAWS**

### **ARTICLE I – Membership**

SEC. 1 – Membership Categories .....	12
SEC. 2 – Good Standing .....	14
SEC. 3 – Dual Membership .....	14
SEC. 4 – Resignations .....	14
SEC. 5 – Reinstatement of Membership .....	14
SEC. 6 – Transfer Membership .....	15
SEC. 7 – Failure to Pay .....	15
SEC. 8 – Attendance and Participation .....	15

### **ARTICLE II – Elections and Filling Vacancies**

SEC. 1 – Annual Election .....	15
SEC. 2 – Directors Election .....	15
SEC. 3 – Eligibility for Office .....	15
SEC. 4 – Nomination Committee .....	15
SEC. 5 – Nominating Meeting .....	16
SEC. 6 – Election .....	16
SEC. 7 – Ballot .....	16
SEC. 8 – Votes Required .....	16
SEC. 9 – Nominee Unable to Serve .....	16
SEC. 10 – Vacancy .....	16
SEC. 11 – Replacement of Officers-Elect .....	17

### **ARTICLE III – Duties of Officers**

SEC. 1 – President .....	17
SEC. 2 – Immediate Past President .....	18
SEC. 3 – First Vice President .....	18
SEC. 4 – Vice President(s) .....	19
SEC. 5 – Secretary .....	19
SEC. 6 – Treasurer .....	19
SEC. 7 – Membership Chairperson .....	20
SEC. 8 – Service Chairperson .....	21
SEC. 9 – Marketing Chairperson .....	22

### **ARTICLE IV – Board of Directors**

SEC. 1 – Program Coordinator .....	22
SEC. 2 – Club LCIF Coordinator .....	23

SEC. 3 – Safety Officer .....	23
SEC. 4 – Lion Tamer .....	23
SEC. 5 – Tail Twister .....	23
SEC. 6 – Director .....	23

#### **ARTICLE V – Committees**

SEC. 1 – Standing Committees .....	24
SEC. 2 – Special Committees .....	25
SEC. 3 – President Ex-Officio .....	25
SEC. 4 – Committee Reporting .....	25

#### **ARTICLE VI – Meetings**

SEC. 1 – Board of Directors Regular Meetings .....	25
SEC. 2 – Board of Directors Special Meetings .....	25
SEC. 3 – Regular Club Meetings .....	25
SEC. 4 – Special Club Meetings .....	26
SEC. 5 – Annual Meeting .....	26
SEC. 6 – Alternative Meeting Formats .....	26
SEC. 7 – Charter Anniversary .....	26
SEC. 8 – Quorum .....	26
SEC. 9 – Method of Business Transactions .....	26

#### **ARTICLE VII – Fees and Dues**

SEC. 1 – Entrance Fee .....	26
SEC. 2 – Annual Dues .....	27

#### **ARTICLE VIII – Club Branch Administration**

SEC. 1 – Club Branch Officers .....	27
SEC. 2 – Liaison .....	27
SEC. 3 – Voting Entitlement .....	27
SEC. 4 – Fees and Dues .....	27

#### **ARTICLE IX – Miscellaneous**

SEC. 1 – Fiscal Year .....	28
SEC. 2 – Parliamentary Practices .....	28
SEC. 3 – Partisan Politics/Religion .....	28
SEC. 4 – Personal Benefit .....	28
SEC. 5 – Compensation .....	28
SEC. 6 – Solicitation of Funds .....	28

#### **ARTICLE X – Club Dispute Resolution Procedure** ..... 29

#### **ARTICLE XI – Amendments**

SEC. 1 – Amending Procedure .....	29
SEC. 2 – Notice .....	29

<b>EXHIBIT A – Membership Categories Chart .....</b>	<b>30</b>
<b>EXHIBIT B – Sample Ballot Form .....</b>	<b>32</b>



# STANDARD CLUB CONSTITUTION

## ARTICLE I

### Name

The name of this organization shall be the Lions Club of \_\_\_\_\_, chartered by, and under the jurisdiction of the International Association of Lions Clubs.

## ARTICLE II

### Purposes

The purposes of this club shall be:

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

## ARTICLE III

### Membership

Section 1. **ELIGIBILITY FOR CLUB MEMBERSHIP.** Subject to the provisions of Article I of the by-laws, any person of legal majority and good moral character and good reputation in their community, may be granted membership in this Lions club. Wherever the male gender or pronoun presently appear in this constitution and by-laws, it shall be interpreted to mean both male and female persons.

Section 2. **MEMBERSHIP BY INVITATION.** Membership in this Lions club shall be acquired by invitation only. Nominations shall be made by a member in good standing who shall act as sponsor, and be submitted to the membership chairperson or the club secretary, who, after investigation by the membership committee, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club. A properly filled out membership form duly signed, as well as, the entrance fee and dues must be received by the secretary before the member is reported to and officially recognized by the association as a Lion member.

Section 3. **FORFEITURE OF MEMBERSHIP.** Any member may be expelled from the club for cause by a two-thirds vote of the entire board of directors. Upon removal from this club, any

and all right to use the name “LIONS,” the emblem and other insignia of this club and this association shall be forfeited. This club shall remove members whose conduct has been deemed a violation of the International Constitution and By-Laws and Board Policy and unbecoming a Lion by the International Office or otherwise face charter cancellation. Any elected officer must be removed from office as provided in Article 7, Section 2 of this constitution prior to forfeiture of membership under this section.

## **ARTICLE IV**

### **Emblem, Colors, Slogan and Motto**

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



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

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

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

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

## **ARTICLE V**

### **Supremacy**

The Standard Form Club Constitution and By-Laws shall govern the club unless otherwise amended so as not to conflict with the district (single, sub- or multiple) and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the district (single, sub- and multiple) constitution and by-laws, the respective district constitution and by-laws shall govern. In addition, whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the international constitution and by-laws or board policy, the international constitution and by-laws and board policy shall govern.

## **ARTICLE VI**

### **Club Size**

A Lions club should strive to maintain 20 members; the numerical minimum membership required to receive a charter.

## **ARTICLE VII**

### **Officers**

Section 1. **OFFICERS.** The officers of this club shall be a president, immediate past president, the vice president(s), secretary, treasurer, membership chairperson, service chairperson, and marketing chairperson.

Section 2. **REMOVAL.** Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the entire club membership.

## **ARTICLE VIII**

### **Board of Directors**

Section 1. **MEMBERS.** The members of the board of directors shall be club officers, Lion tamer (optional), tail twister (optional), club LCIF coordinator, program coordinator, safety officer (optional), branch president, if so designated, Leo advisor, if so designated and all other elected directors and/or chairpersons.

Section 2. **QUORUM.** The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the act of a majority of the directors present at any meeting of the board shall be the act and decision of the entire board of directors.

Section 3. **DUTIES AND POWERS.** In addition to those duties and powers, express and implied, set forth elsewhere in this constitution and by-laws, the board of directors shall have the following duties and powers:

- (a) It shall constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- (b) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- (c) It shall have power to modify, override or rescind the action of any officer of this club.
- (d) It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any

member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

- (e) It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this club.
- (f) It shall appoint the surety for the bonding of any officer of this club.
- (g) It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- (h) It shall submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- (i) It shall maintain at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

## **ARTICLE IX**

### **Delegates to International and District Conventions**

Section 1. **DELEGATE ENTITLEMENT INTERNATIONAL CONVENTION.** Inasmuch as Lions Clubs International is governed by Lions clubs in convention assembled, and in order that this club may have its voice in association matters, this club shall have power to pay the necessary expenses of its delegates to each annual convention of the association. This club shall be entitled in any convention of this association, to one (1) delegate and one (1) alternate for every twenty- five (25), or major fraction thereof, of its members as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more members.

Section 2. **DELEGATE ENTITLEMENT DISTRICT/ MULTIPLE DISTRICT CONVENTION.** Inasmuch as all district matters are presented and adopted at the district (single, sub- and multiple) conventions, this club shall be entitled to send its full quota of delegates to all such conventions and have power to pay the necessary expenses of such delegates attending such conventions. This club shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in this club, or major fraction thereof, of this club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of their choice for each office to be filled by, and one (1) vote of their choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

Section 3. **SELECTION OF CLUB DELEGATE(S) AND ALTERNATE(S).** The Board of Directors or its designated committee shall name and appoint, subject to approval of the club

membership, the delegates and alternates of this club to district (single, sub- or multiple) and international conventions. Eligible delegates must be members in good standing in the club and entitled to vote in accordance with the rights and privileges chart set forth in Exhibit A of this Constitution and By-Laws.

## **ARTICLE X**

### **Club Branch Program**

Section 1. **BRANCH FORMATION.** Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall meet as a subsidiary of the parent club and shall conduct service activities in its community.

Section 2. **MEMBERSHIP IN PARENT CLUB.** The members of the branch shall be granted membership in the parent club. Membership shall be in one of the categories listed in Article I of the By-Laws.

Section 3. **FUNDRAISING.** Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be distributed in the branch community unless otherwise specified. The board of directors of the club branch may authorize the parent club treasurer to countersign checks.

Section 4. **DESIGNATED CLUB BRANCH FUNDS.** In the event of dissolution of the club branch, any remaining club branch designated funds shall be returned to the parent club. In the event the club branch is converted into a newly chartered club, any remaining funds designated as club branch funds shall be transferred to the newly chartered club.

Section 5. **DISSOLUTION.** The branch may be disbanded by a majority vote of the entire club membership of the parent club.

## **ARTICLE XI**

### **Club Funds**

Section 1. **PUBLIC (ACTIVITY) FUNDS.** All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use.

Section 2. **ADMINISTRATIVE FUNDS.** Administrative funds are supported through contributions from members through dues, fines and other individual contributions.

## **ARTICLE XII**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided that the board has previously considered the merits of the amendments.

Section 2. **NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

## **BY-LAWS**

## **ARTICLE I**

### **Membership**

### **Section 1. MEMBERSHIP CATEGORIES**

- (a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof. As provided in the Student Member Program criteria, qualifying student, former Leo and young adult members shall be Active Members and be entitled to all rights and privileges thereof. This membership category shall be included in the club delegate formula calculation.
- (b) **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. This status shall be reviewed each six months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues. This membership category shall be included in the club delegate formula calculation.
- (c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to

confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership. This membership category shall not be included in the club delegate formula calculation.

- (d) **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish their active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. They shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office. This membership category shall be included in the club delegate formula calculation.
- (e) **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, their community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:
- (1) recommendation of this club to the association,
  - (2) payment to the association of US\$650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association.

A Life Member shall have all privileges of active membership so long as they fulfill all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility. This membership category shall be included in the club delegate formula calculation.

- (f) **ASSOCIATE MEMBER:** A member who holds their primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on club matters, at meetings where they are present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. They shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED,



however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

- (g) **AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where they are present in person, but may not represent the club as a delegate at district (single, sub, provisional, and/or multiple) or international conventions.

They shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge. This membership category shall be included in the club delegate formula calculation.

- (h) **DISCOUNTED MEMBER:** A member of this club who pays discounted dues as a result of their family membership status, student status or participation in any other discounted membership program offered by the association who desires to retain membership in this club and meets the qualifications for discounted dues. The membership status shall be verified by the board of directors of this club. A Discounted Member shall have all rights of an Active Member but shall not be included in the club delegate formula calculation.

Section 2. **GOOD STANDING.** Any member who fails to pay any indebtedness due this club within thirty (30) days after receipt of written notice from the secretary shall forfeit their good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this club.

Section 3. **DUAL MEMBERSHIP.** No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

Section 4. **RESIGNATIONS.** Any member may resign from this club, and said resignation shall become effective upon acceptance by the board of directors. The board may withhold acceptance, however, until all indebtedness has been paid and/or all club funds and property have been returned. All right to the use of the name "LIONS," the emblem and other insignia of this club and the association cease when membership is terminated.

Section 5. **REINSTATEMENT OF MEMBERSHIP.** Any member dropped from membership in good standing may be reinstated by the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.



Section 6. **TRANSFER MEMBERSHIP.** This club may grant membership on a transfer basis to one who has terminated or is terminating their membership in another Lions club, provided that a member is in good standing at the time of transfer requested. If more than twelve (12) months have elapsed between termination of their membership in another club and submittal of completed transfer member form or current membership card, they may acquire membership in this club only under the provisions of Article III, Section 2 of the Constitution. Members that wish to transfer from this club to another club must submit a transfer form to be completed by the Secretary. The Secretary is obligated to complete transfer form without delay unless the board of directors is withholding acceptance of the member's resignation and transfer due to the member's financial indebtedness to the club and/or failure to return any club funds or property.

Section 7. **FAILURE TO PAY.** The secretary shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club within 60 days after receipt from the secretary of written notice. The board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section 8. **ATTENDANCE AND PARTICIPATION.** The club shall encourage regular participation in club meetings and activities.

## **ARTICLE II**

### **Elections and Filling Vacancies**

The officers of this club, excluding the immediate past president, shall be elected as follows:

Section 1. **ANNUAL ELECTION.** Subject to the provisions of Sections 7 and 8 of this Article, all officers and members of the board, other than directors, shall be elected annually and shall take office on July 1<sup>st</sup>, and shall hold office for one year from that date, or until their successors shall have been elected and qualified. The Secretary shall promptly report the newly elected officers to the International Office within 15 days of the election.

Section 2. **DIRECTORS ELECTION.** One-half of the directors shall be elected annually and shall take office on the July 1<sup>st</sup> next following their election, and shall hold office for two (2) years from that time, or until their successors shall have been elected and qualified, with the exception that at the first election held after the adoption of this constitution and by-laws, one-half of the directors shall be elected for two year terms and the other one-half of the directors shall be elected for one year terms.

Section 3. **ELIGIBILITY FOR OFFICE.** No person shall be eligible to hold office in this club unless they are an active member in good standing.

Section 4. **NOMINATING COMMITTEE.** The president shall appoint a nominating committee which shall submit the names of candidates for the various club offices to the club at the nomination meeting. At this meeting, nominations for all offices to be filled in the succeeding year may also be made from the floor.

Section 5. **NOMINATION MEETING.** A nomination meeting shall be held in March of each year or as determined by the board of directors, with the date and place of such meeting to be determined by the board of directors. Notice of the meeting shall be published by regular post or electronic means or by personal delivery to each member of this club at least fourteen (14) calendar days prior to the date of the meeting.

Section 6. **ELECTION.** An election shall be held in April or as determined by the board of directors, at a time and place determined by the board of directors. Notice of the election shall be published by regular post or electronic means or by personal delivery to each member of the club at least fourteen (14) calendar days prior the date of the election. Such notice shall include the names of all nominees approved at the preceding nomination meeting, and, subject to Section 3 above, a statement that these nominees will be voted upon at this election. No nominations may be made from the floor at the election.

Section 7. **BALLOT.** The election shall be conducted by a secret written ballot by those present and qualified to vote.

Section 8. **VOTES REQUIRED.** The officer candidate is required to secure a majority of the votes cast by the club members present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 9. **NOMINEE UNABLE TO SERVE.** If in the interim between the nomination meeting and the election meeting any nominee is unable for any reason to serve in the office to which they were nominated and for which office there was no other nominee, the nominating committee shall submit, at the election meeting, names of additional nominees for that office.

Section 10. **VACANCY.** If the office of president or of any vice president shall become vacant for any reason, the vice presidents shall advance in office, according to their rank. In the event such provision for advancement shall fail to fill the office of president, or any office of vice president, the board of directors shall thereon call a special election, giving each member in good standing prior fourteen (14) calendar days notice of the time and place, which time and place shall be determined by said board, and such office shall be filled at said election meeting.

In the event of a vacancy in any other office, the board of directors shall appoint a member to fill the unexpired term.

In the event vacancies shall be of such number as to reduce the number of directors to less than the number required for a quorum, the membership of the club shall have power to fill such vacancies by an election held at any regular meeting of the club upon prior notice, and in the manner, specified in Section 11 hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member.

Section 11. **REPLACEMENT OF OFFICERS-ELECT.** In the event any officer-elect, before their term of office commences, is unable or refuses for any reason to serve therein, the president may call a special nomination and election meeting to elect a replacement for such officer elect. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place shall be given to each member, by mail or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

### **ARTICLE III Duties of Officers**

Section 1. **PRESIDENT.** The responsibilities for this position shall be as follows:

- (a) Serve as chief executive officer for this club.
- (b) Preside at all meetings of the board of directors of this club.
- (c) Chair the Club Global Action Team and ensure the following:
  - (1) Ensure the election of qualified Lion leaders for the position of club vice president who will serve as the leadership chairperson, club membership chairperson and clubservice chairperson.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the Global Action Team.
  - (3) Collaborate with the district Global Action Team and other club presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.
- (d) In collaboration with the club officers and committee chairpersons, implement a plan for membership growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the club's board of directors.
- (e) Issue the call for regular meetings and special meetings of the board of directors of this club.
- (f) Appoint standing and special committees and cooperate with chairpersons to effect regular functioning and reporting of such committees.
- (g) See that regular elections are duly called, noticed and held.
- (h) Ensure the club is operating in accordance with local laws.

- (i) Ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.
- (j) Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- (k) Be an active member of the district governor's advisory committee of the zone in which this club is located.
- (l) Serve as a mentor to vice presidents to ensure the continuance of effective leadership.

Section 2. **IMMEDIATE PAST PRESIDENT.** They and the other past presidents shall serve as mentors to the club president and vice presidents and serve as the club LCIF coordinator unless another Lion is appointed to this position.

Section 3. **FIRST VICE PRESIDENT.** The responsibilities for this position shall be as follows:

- (a) Conduct an annual club quality assessment and collaborate with the club officers, specifically members of the club's Global Action Team and other committee chairpersons during their term as first vice president to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services to be presented and approved by the board of directors during their term as president.
- (b) Serve as a key member of the club's Global Action Team as the club Leadership Chairperson and along with other members of the leadership committee:
  - (1) Ensure that new members are provided with an effective orientation so new members understand how the club operates within its district, multiple district and Lions Clubs International, with the support of the Club Membership Chairperson.
  - (2) Ensure current and/or incoming club officers attend training, offered by the district and/or via the Lions Learning Center (LLC)
  - (3) Communicate to the District Global Leadership Coordinator the need for training, the names of potential new leaders and the leadership development activities that club members attend.
  - (4) Identify potential leaders and encourage their development as future leaders.
  - (5) Encourage members to participate in leadership training offered by the district, multiple district and Lions Clubs International.
- (c) Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve club operations.
- (d) Understand the club's role in district activities and events.
- (e) Network with the officers of other clubs to gain ideas that may be applied to the club.

- (f) Gain in-depth knowledge of district, multiple district initiatives that support membership growth, leadership development and the expansion of humanitarian service.
- (g) Be an active member of the district governor's advisory committee of the zone in which this club is located.
- (h) If the president is unable to perform the duties of their office for any reason, the vice president next in rank shall occupy their position and perform their duties with the same authority as the president.
- (i) Oversee the functioning of such committees of this club as the president shall designate.

Section 4. **VICE PRESIDENT(S)**. If the president is unable to perform the duties of their office for any reason, the vice president next in rank shall occupy their position and perform their duties with the same authority as the president. Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

Section 5. **SECRETARY**. They shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single, sub- and multiple) in which this club is located, and the association. The responsibilities for this position shall be as follows:

- (a) Submit regular monthly and other reports to the international office of the association containing such information as may be called for by the board of directors of this association.
- (b) Submit to the district governor's cabinet such reports as it may require.
- (c) Be an active member of the district governor's advisory committee of the zone in which the club is located.
- (d) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts.
- (e) Give bond for the faithful discharge of their office in such sum and with such surety as determined by the board of directors.
- (f) Deliver, in a timely manner, at the conclusion of their term in office, the general records of the club to their successor in office.

Section 6. **TREASURER**. The responsibilities for this position shall be as follows:

- (a) Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.
- (b) Arrange for issuance, in cooperation with the secretary, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club and report payments to the Board of Directors.
- (c) Pay out monies in payment of club obligations only on authority given by the board of directors.
- (d) Have custody and keep and maintain general records of club receipts and disbursements.
- (e) Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.
- (f) Give bond for the faithful discharge of their office in such sum and with such surety as determined by the board of directors.
- (g) Deliver, in a timely manner, at the conclusion of their term in office, the financial accounts, funds and records of the club to their successor in office.
- (h) Serves as chairperson for the finance committee.

Section 7. **MEMBERSHIP CHAIRPERSON.** The responsibilities for this position shall be as follows:

- (a) Serve as a key member of the club's Global Action Team as the club Membership Chairperson.
- (b) Collaborate with the District Global Action Team on membership initiatives, and participate in relevant district, region and zone meetings and events.
- (c) Develop and lead a membership committee to help implement action plans to achieve the club's membership goals and to positively increase the member experience.
- (d) Encourage all members to participate in membership growth by inviting prospective members to the club. Follow up with prospective members promptly.
- (e) Promote a harmonious club atmosphere by listening to and addressing, with the support of the club board of directors, concerns that prevent a positive member experience. This may include a survey or other opportunities for feedback.
- (f) Engage new members in activities that are of interest to the member.

- (g) Collaborate with the club service chairperson as well as other club committees to promote membership opportunities.
- (h) Understand the different membership types and programs offered and promote membership programs to club members.
- (i) Ensure that new members are provided with an effective orientation so new members understand how the club operates within its district, multiple district and Lions Clubs International, with the support of the Club First Vice President/Club Leadership Chairperson.
- (j) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

Section 8. **SERVICE CHAIRPERSON.** The responsibilities for this position shall be as follows:

- (a) Serve as a key member of the club's Global Action Team as the club Service Chairperson.
- (b) Collaborate with the District Global Service Coordinator, Club LCIF Coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans. Goals and action plans should address current community needs and / or LCI's global causes, and can be comprised of advocacy and fundraising in addition to direct service to beneficiaries.
- (c) Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.
- (d) Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
- (e) Report service activities to Lions Clubs International.
- (f) Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
- (g) Increase member satisfaction by encouraging participation and engagement in service projects.
- (h) Collaborate with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.

- (i) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

## Section 9. **MARKETING CHAIRPERSON.**

The responsibilities for this position may be as follows:

- (a) Develop and implement an annual marketing plan in collaboration with the club membership chair. The plan should consider internal and external audiences, including club members, social media news media, supporters/sponsors and potential new members.
- (b) Collaborate directly with the Global Action Team to stay connected to all membership, leadership, and service programs, projects, and events.
- (c) Understand global brand guidelines and support proper use of brand materials in club events and service projects.
- (d) Promote the work of the club on social media. Develop a social media post calendar to follow club service, community involvement, and membership activities.
- (e) Work closely with the club membership chairperson to target and reach out to new potential club members.
- (f) Develop club marketing and public relations talking points for club members. Use word of mouth marketing tactics to promote the club and recruit new members.
- (g) Working with club leadership, submit marketing award application for consideration for the Lions International Marketing Award.
- (h) Motivate members to be brand ambassadors. Encourage members to take photos, share on social media, wear brand apparel, and share Lions messages during community involvement opportunities.
- (i) Publicize club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.
- (j) Assist the club president in communicating information from the district, multiple district and international headquarters with the club members.
- (k) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
- (l) Participate in meetings held by the district marketing chairperson.



## **ARTICLE IV**

### **Board of Directors**

In addition to the club officers, the following chairpersons, if elected, may serve on the Board of Directors in addition to any other elected position that the club finds necessary.

Section 1. **PROGRAM COORDINATOR.** They improve general meetings and keeps members informed of topics of importance to members by scheduling speakers and entertainment for general meetings based on the interests of club members. The program coordinator obtains permission for speakers from the president, informs the club secretary for inclusion on the agenda and informs the marketing chairperson to ensure effective communication. They welcome the speaker on arrival and ensures proper seating and welcoming during the event.

Section 2. **CLUB LCIF COORDINATOR.** They communicate the mission and success of LCIF and its importance to Lions Clubs International, implements LCIF development strategies within the club and collaborates with LCIF district coordinator to promote LCIF in the local area to ensure alignment with district goals. This position also collaborates with the club service chairperson and the Global Action Team to support club initiatives.

Section 3. **SAFETY OFFICER (Optional).** They ensure that safety measures are in place by reviewing activities to identify potential hazards, completing the self-inspection checklist as available from Lions Clubs International, ensuring adequate supervision and acquiring proper insurance coverage. In the event of an incident, they gather and reports all significant information relevant to the incident to the insurance company in a timely manner.

Section 4. **LION TAMER (Optional).** The Lion tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel. They shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. They shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. They shall give special attention to assure that each new member sits with a different group at each meeting so that they can become better acquainted.

Section 5. **TAIL TWISTER (Optional).** They shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from their decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the board of directors of this club, and no member shall be fined more than twice at any one meeting. The tail twister (optional) may not be fined except by the unanimous vote of all members present. All monies collected by the tail twister (optional) shall be immediately turned over to the treasurer and a receipt be given.

Section 6. **DIRECTOR.** They provide additional oversight and approval for items placed before the board of directors. The term of office is two-years in duration.

## **ARTICLE V**

### **Committees**

Section 1. **STANDING COMMITTEES.** The following standing committees may be appointed by the club president, with the exception of chairperson positions that serve on the Board of Directors, which would require election. Additional committees may be established as determined by the club's Board of Directors.

- (a) **GLOBAL ACTION TEAM.** Chaired by the club president and includes the club first vice president (serving as the leadership chairperson), the club membership chairperson and the club service chairperson and supported by the club marketing chairperson. With the support of the board of directors, develops and initiates a coordinated plan to expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly with club members to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the district Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to exchange ideas and gain knowledge that may be applied to club practices.
- (b) **CONSTITUTION AND BY-LAWS COMMITTEE.** Interprets the club constitution and by-laws and may be charged with facilitating changes in accordance with amendment procedures.
- (c) **FINANCE COMMITTEE.** Chaired by the club treasurer to establish a detailed budget for the approval of the club's board of directors, ensure proper documentation and authorization of funds, arrange for the annual audit of club accounts, and ensure the delivery of all financial information to the successor committee.
- (d) **MEMBERSHIP COMMITTEE.** Chaired by the membership chairperson to ensure membership growth by reaching new markets, actively recruiting members and ensuring member satisfaction. This committee also verifies the qualifications of potential members who are considered by the club's Board of Directors and noted in item Article III, section 2, of the Club Constitution. The membership committee should include last year's membership chairperson, vice membership chairperson and any club members interested in new member recruitment and/or member satisfaction.
- (e) **MARKETING COMMITTEE.** Chaired by the club marketing chairperson, the marketing committee supports the development of a club marketing plan. With the support of the board of directors, the marketing committee ensures effective communication with the club and the public to build public awareness and improve visibility of the club's activities in the community.
- (f) **SERVICE COMMITTEE.** Chaired by the club service chairperson. Assists in developing service goals and action plans, identifying potential projects, guiding project planning and

implementation and involving club members in meaningful service. Coordinates and ensures the effective leadership of service projects relating to the global service framework by supporting chairpersons assigned to each club service initiative. This committee may also be responsible for applying for relevant LCIF grants and developing community partnerships as approved by the club's board of directors.

(g) **INFORMATION TECHNOLOGY COMMITTEE.** Assists members by providing access and/or support to online tools and communication as needed. May also provide support and/or serve as the club webmaster.

(h) **LEADERSHIP COMMITTEE.** Chaired by the first vice president. Notifies club members of training opportunities offered by the district, multiple district and Lions Clubs International as well as non-Lion programs that could benefit club members.

Section 2. **SPECIAL COMMITTEES.** From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in their judgment or the judgment of the board of directors.

Section 3. **PRESIDENT EX-OFFICIO.** The president shall be an ex-officio member of all committees.

Section 4. **COMMITTEE REPORTING.** Each committee, through its chairperson, should be encouraged as necessary to report, either verbally or in writing, each month to the board of directors.

## **ARTICLE VI**

### **Meetings**

Section 1. **BOARD OF DIRECTORS REGULAR MEETINGS.** Regular meetings of the board of directors shall be held at such times and places as the board shall determine. (It is recommended that the board of directors meet at least once each month.)

Section 2. **BOARD OF DIRECTORS SPECIAL MEETINGS.** Special meetings of the board of directors shall be held when called by the president, or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

Section 3. **REGULAR CLUB MEETINGS/EVENTS.** Regular meetings of this club shall be held at times and places recommended by the board of directors, and approved by the club. Except as otherwise specifically provided in this constitution and by-laws, notice of regular meetings shall be given in such manner as the board of directors deems proper to effectively communicate the meeting and/or event to all club members and encourage involvement. Regular club meetings may be replaced by service projects or other events as determined by the club members. (It is recommended that the club host a meeting, event or service activity at least once a month.)

Section 4. **SPECIAL CLUB MEETINGS.** Special meetings of the club may be called by the president, in their discretion, and shall be called by the president when requested by the board of directors, at a time and place determined by the person or body requesting the same. In the event the President fails to call a special meeting at the request of the board of directors, the majority board of directors shall be authorized to call the meeting at a time and place determined by the board of directors. Notice of special meetings setting forth the purpose, time and place shall be published to each member of this club, by regular post, electronic means or personal delivery, at least ten (10) days prior to the date thereof.

Section 5. **ANNUAL MEETING.** An annual meeting of this club shall be held in conjunction with the close of each Lions' year at a time and place determined by the board of directors, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

Section 6. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of this club and/or board of directors may be held through the use of alternative meeting formats, such as teleconference and/or web conference upon initiation of the President or by any three (3) members of the board of directors.

Section 7. **CHARTER ANNIVERSARY.** A charter night anniversary meeting of this club may be held each year, at which time special attention shall be devoted to the purposes and ethics of Lionism, and the history of this club.

Section 8. **QUORUM.** The presence in person of a majority of the members in good standing shall be necessary for a quorum at any meeting of this club. Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire club.

Section 9. **METHOD OF BUSINESS TRANSACTIONS.** This club may transact business by mail or electronic communications, provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the club. Such action may be initiated by the president or any three (3) members of said board.

## **ARTICLE VII**

### **Fees and Dues**

#### ***AS APPROVED BY THE CLUB MEMBERS AT AN ANNUAL MEETING***

Section 1. **ENTRANCE FEE.** Each new, reinstated and transfer member shall pay an entrance fee of \$\_\_\_\_\_ which fee shall include the current association entrance fee and be collected before such member is enrolled as a member of this club and before the secretary may report such member to Lions Clubs International; provided, however, that the board of directors may elect to waive all or any part of the club portion of said entrance fee as to any member granted membership by transfer or reinstatement within twelve (12) months of termination of their prior Lions club membership.

Section 2. **ANNUAL DUES.** Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub- and multiple) dues (to defray the subscription price of LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors shall determine:

Active \$ \_\_\_\_\_  
Member-at-Large \$ \_\_\_\_\_  
Honorary \$ \_\_\_\_\_  
Privileged \$ \_\_\_\_\_  
Life \$ \_\_\_\_\_  
Associate \$ \_\_\_\_\_  
Affiliate \$ \_\_\_\_\_  
Discounted \$ \_\_\_\_\_

The treasurer of this club shall remit international and district (single or sub- and multiple) dues to the parties, and at the times, specified in the respective international and district (single or multiple) constitution and by-laws.

## **ARTICLE VIII**

### **Club Branch Administration**

Section 1. **CLUB BRANCH OFFICERS.** The members comprising the branch shall elect a branch president, secretary and treasurer. These three individuals, along with the branch liaison constitute the executive committee of the branch. The branch members shall elect a president who shall serve on the parent club's board of directors and be encouraged to attend general and/or board meetings and activities of the parent club to provide branch records and a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and parent club. Members of the branch are encouraged to attend scheduled meetings and activities of the parent club.

Section 2. **LIAISON.** The parent club shall designate a member of the parent club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the fourth officer of the branch.

Section 3. **VOTING ENTITLEMENT.** The members of the branch may vote on activities of the branch and are voting members of the parent club, when in attendance at meetings of the parent club. Branch members shall be calculated in parent club meeting quorum requirements only when present in person at the parent club meeting.

Section 4. **FEES AND DUES.** Each new, reinstated and transfer club branch member shall pay an entrance fee of \$\_\_\_\_\_ which fee shall include the current association entrance fee. Club branches may charge an entrance fee separate from that of the parent club and branch members are not required to pay the parent club entrance fee.

Each member of the branch shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub- and multiple) dues (to defray the subscription price of LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors of the parent club shall determine:

Active \$ \_\_\_\_\_  
Member-at-Large \$ \_\_\_\_\_  
Honorary \$ \_\_\_\_\_  
Privileged \$ \_\_\_\_\_  
Life \$ \_\_\_\_\_  
Associate \$ \_\_\_\_\_  
Affiliate \$ \_\_\_\_\_  
Discounted \$ \_\_\_\_\_

The treasurer of the branch shall remit international and district (single or sub- and multiple) dues to the parent club treasurer, and at the times, specified in the respective international and district (single or multiple) constitution and by-laws. ~~Club branches are not required to pay club dues to the parent club.~~ Club branches may not be required to pay club dues to the parent club.

## **ARTICLE IX**

### **Miscellaneous**

Section 1. **FISCAL YEAR.** The fiscal year of this club shall be July 1 through June 30.

Section 2. **PARLIAMENTARY PRACTICES.** Except as otherwise specifically provided in this constitution and by-laws, all questions of order or procedure with respect to any meeting or action of this club, its board of directors or any committee appointed hereunder shall be determined in accordance with ROBERT'S RULES OF ORDER, NEWLY REVISED, as revised from time to time.

Section 3. **PARTISAN POLITICS/RELIGION.** This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings of this club.

Section 4. **PERSONAL BENEFIT.** Except to further their progress in Lionism, no officer or member of this club shall use their membership as a means of furthering any personal, political, or other aspiration, nor shall the club, as a whole, take part in any movement not in keeping with its purposes and objects.

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this club in their official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.

Section 6. **SOLICITATION OF FUNDS.** No funds shall be solicited from the club during meetings by any individual or individuals who are not members of the club. Any suggestion or proposition made at any meeting of this club calling for the expenditure of money for other than the regular obligations shall be referred to the appropriate committee or to the board of directors for further review.

## **ARTICLE X**

### **Club Dispute Resolution Procedure**

All disputes or claims arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

## **ARTICLE XI**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** These by-laws may be altered, amended or repealed at any regular or special meeting of this club at which a quorum is present, by the vote of a majority of the members present in person and voting.

Section 2. **NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

# **EXHIBIT A** **MEMBERSHIP CATEGORY CHART**

CATEGORY	PROMPT PAYMENT OF DUES (CLUB, DISTRICT AND INTERNATIONAL)	PARTICIPATION IN CLUB ACTIVITIES	CONDUCT REFLECTING FAVORABLE IMAGE	ELIGIBILITY TO SEEK CLUB, DISTRICT OR INT' L OFFICE	VOTING PRIVILEGES	COUNT TOWARD CLUB DELEGATE ENTITLEMENT
ACTIVE	YES	YES	YES	YES	YES	YES
AFFILIATE	YES	YES, WHEN ABLE	YES	NO	CLUB MATTERS ONLY	YES
ASSOCIATE	YES, CLUB ONLY	YES, WHEN ABLE	YES	NO	DISTRICT CONVENTION (PRIMARY) CLUB MATTERS ONLY	NO
DISCOUNTED [This section effective January 1, 2024]	YES	YES	YES	YES	YES	NO
HONORARY	NO, CLUB PAY APPLICABLE INT' L AND DISTRICT DUES	YES, WHEN ABLE	YES	NO	NO	NO
LIFE	YES, DISTRICT & CLUB ONLY- NO INT' L DUES OBLIGATIONS	YES, WHEN ABLE	YES	YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER	YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER	YES,
MEMBER AT LARGE	YES	YES, WHEN ABLE	YES	NO	YES, CLUB MATTERS ONLY	YES
PRIVILEGED	YES	YES, WHEN ABLE	YES	NO	YES	YES



## **MEMBER CATEGORY LIMITS**

Honorary Members – Not to exceed 5% of total actual membership; any fraction shall permit one additional honorary member.

Affiliate Members – Not to exceed 25% of total actual membership.

## EXHIBIT B

### SAMPLE BALLOT FORM

For Election of President: Indicate your vote by checking the box of the candidate of your choice.

- ☐ John Smith
- ☐ Sally Jones
- ☐ \_\_\_\_\_

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

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

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

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