

# What is a Club Branch?

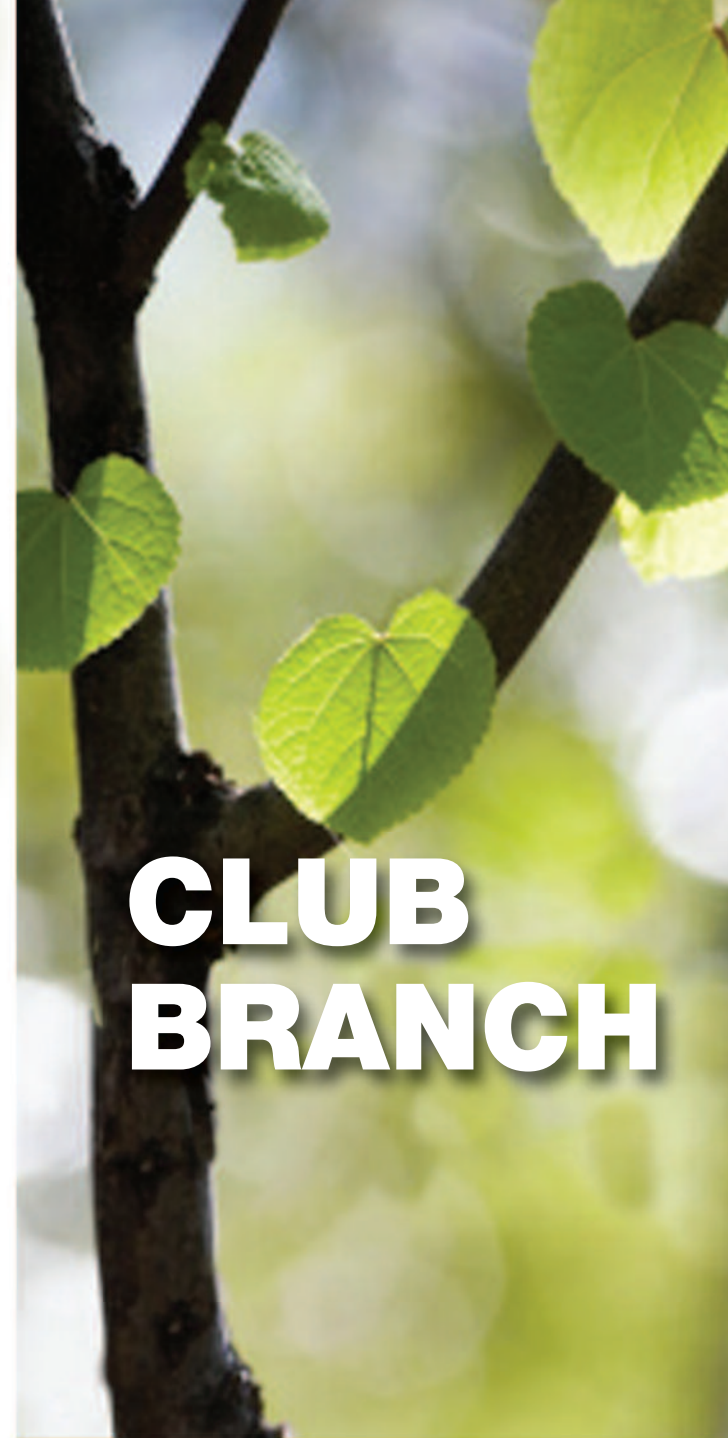
A club branch enables a small group of people to form a Lions club and start making a difference in their community sooner. Branch members are part of an existing “parent” club, but hold independent meetings and select their own projects and activities. Forming a branch creates an opportunity for Lions clubs to expand in communities where it is difficult to reach the 20 member minimum necessary to charter a new club.



## Lions Clubs International

300 W 22ND ST  
Oak Brook IL 60523-7742 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
E-mail: [clubbranch@lionsclubs.org](mailto:clubbranch@lionsclubs.org)  
Phone: 630.571.5466 ext. 522  
Fax: 630.571.1691

CB-17 EN 8/10



# CLUB BRANCH



Lions Clubs International

## Who are Lions?

Lions groups of service-minded men and women who are interested in improving their communities. The 1.35 million members that serve in over 45,000 clubs from over 200 countries make Lions clubs International the world's largest service club organization.

Lions are best known for preventing blindness, but also participate in different kinds of projects ranging from assisting the underprivileged to providing supplies to victims of natural disasters.

## What does Being a Lion Offer?

Lions offers new experiences and the opportunity to help others and make a difference in the community. To become a Lion is to become an active volunteer, a member of a respected international organization, a leader in the community and a friend to people in need.

As a Lion, you will use your time and talents to make an impact locally and around the world. Volunteering your time not only helps those in need, but also energizes your life and allows you to be part of something bigger than yourself.

## How is a Club Branch Formed?

Lions club branches get started when members of the community are invited to join. Lions volunteers host informational meetings to continue building membership and to discuss possible project ideas that are meaningful to the community.

A club branch requires a minimum of five members to open and elects a president, secretary and treasurer. The parent club appoints a branch liaison to serve as the go-between for the parent and branch and provide assistance to the branch. Together, these individuals make up the executive committee.

The Notification of Club Branch (CB-1), along with a one-time entrance fee of US\$25 per Lion, is submitted to Lions Clubs International to open the club branch. The parent club can either submit a Branch Membership Update (CB-2) along with the notification, or add new branch members using the WMMR.

Annual international dues of US\$39, in addition to any local and club dues, are billed to the club bi-annually. Entrance fee exemption and reduced international dues are available to qualifying family members, students, graduating Leos and young adults with proper certification.

Once the club builds to 20 members, the branch may charter a new Lions club.

## What are the Benefits?

There are many reasons to form a club branch or become a club branch member. You will have all the privileges and responsibilities of a Lion and will receive advice and support from a parent Lions club. You will be able to help your community and make a difference in the lives of others while gaining valuable skills and networking with Lions in your community and around the world. Being part of a club branch will allow you to have fun while grow personally and professional.



# CLUB BRANCH GUIDE



Lions Clubs International



# Club Branch Guide

## Table of Contents

- Why Organize a Club Branch? .....2
- Steps to Club Branch Formation .....2
  - Step 1: Determine Areas of Opportunity
  - Step 2: Recruit Members
  - Step 3: Host an Informational Meeting
  - Step 4: Host an Organizational Meeting
  - Step 5: Submit the Notification of Club Branch
- Parent Club Roles and Responsibilities .....3
- Club Branch Executive Committee .....4
  - Club Branch President
  - Club Branch Secretary
  - Club Branch Treasurer
  - Branch Liaison
- Club Branch Membership .....5
  - Branch Member
  - Dues
  - Adding a New Member
  - Membership Changes
- Branch Operations .....5
  - Meetings
  - Constitution and By-Laws
  - Newsletter
  - Recruiting
- Branch Financing .....6
  - Budget
  - Fundraising
  - Ordering Club Supplies
- Converting a Branch and Applying for Charter .....6
- Dissolving a Branch .....6
- Club Branch Resources .....7

# Why Organize a Club Branch?

A club branch enables a small group of people to form a Lions club and start making a difference in their community sooner. Branch members are part of an existing “parent” club, but hold independent meetings and select their own projects and activities. Forming a branch creates an opportunity for Lions clubs to expand when there are less than 20 members and chartering a new club is not possible. At least five branch members are needed when forming a branch.

When a club branch is opened, a club branch banner patch and a club branch pin (to be presented to the branch liaison) are sent to the parent club president.

## Steps to Club Branch Formation

### Step 1: Determine Areas of Opportunity

Branches may be formed anywhere within the parent club’s district, preferably in an area not currently served by a Lions club. If the proposed branch is in an area that is being served by one or more existing clubs, the parent club must receive the existing club’s written permission. Only one branch is permitted per location; however a club may have more than one branch. Most importantly, the needs of the community should be considered in forming a branch, including:

- Size of the population
- Current service clubs and community organizations
- Local project possibilities and benefits for the area
- Groups of people who are not currently being invited by existing Lions clubs
- Young professionals, women, ethnic communities and other underrepresented groups

A special interest club branch or a campus club branch may also be a unique area of opportunity.

### Step 2: Recruit Members

When developing a list of potential branch members, consult the district governor, cabinet members, past district officers, local merchants and other contacts Lions may have in the branch location. Include local community and business leaders who may be interested in branch activities. Before a parent club begins actively recruiting members, the club should notify the district governor of its intentions to form a branch. Once a list of possible members is compiled, the parent club can host an informational meeting.

#### *Protesting a Club Branch*

*The formation of a branch may be protested by the district governor or a chartered Lions club according to the same rules and procedures for protesting the formation of a charter Lions club.*

### Step 3: Host an Informational Meeting

Informational meetings are intended for Lions to meet with potential members and discuss the formation of a branch. The meeting should help generate interest in becoming a Lion. Some informational meeting discussion topics might include:

- How a branch can help the community
- Examples of parent club projects and potential branch projects
- Explanation of support provided by the parent club, district, multiple district and International Headquarters
- Testimonials from parent club members explaining what they have gained by being a Lion
- Completing the Membership Application (ME-6B)

Following the informational meeting, contact the participants to thank them for their time, confirm their interest and invite them to attend an organizational meeting. Encourage them to bring friends, family, co-workers or anyone else who may be interested in joining the branch.

Detailed information on hosting an informational meeting can be found in the Guide to New Club Formation (TK-1).

#### Step 4: Host an Organizational Meeting

An organizational meeting is the first meeting of the proposed branch. It is attended by potential branch members, parent club representatives, the district governor, cabinet members and any other interested individuals. The parent club president, branch liaison, district extension chairperson, past officer or any qualified Lion may conduct the organizational meeting. The parent club can publicize the development of a branch and the service projects the branch wants to undertake through local media.

Some organizational meeting discussion topics should include:

- Information about branch operations
- Membership responsibilities
- Structure and history of Lions Clubs International
- Detailed explanations of each officer position
- Branch dues structure
- Naming the club

During the organizational meeting, club branch officers should be elected. Club branches elect a president, secretary and treasurer to lead the club branch. The parent club appoints a branch liaison to serve as the go-between for the parent club and the club branch.

Detailed information on hosting an organizational meeting can be found in the the Guide to New Club Formation (TK-1).

#### Step 5: Submit the Notification of Club Branch

After the organizational meeting, branch officers should complete the Notification of Club Branch (CB-1). This form should be given to the parent club for submission to International Headquarters. The Notification of Club Branch form must be completed in order to form a branch and will establish a branch record in the parent club's file at International Headquarters.

The branch officers should also fill out and sign the Report of Branch Members (CB-2) to be given to the parent club. The parent club can either send this form to International Headquarters or update branch members using the WMMR.

#### *Club Branch Name*

*The branch name should include the location of the branch, with the designation "branch." The branch should not include a trademarked name and must follow guidelines established by Lions Clubs International. Lions Clubs International suggests the branch name be different from the parent club. Ideally, the branch name should be the name the club would take when they become a fully chartered club. Refer to the Lions Clubs International Board Policy Manual for more information.*

## Parent Club Roles and Responsibilities

It is the role of the parent club to assist the branch in obtaining and maintaining a high level of commitment, activity and enthusiasm. The success of the branch involves continued contact, interest, council and advice from the parent club. The parent club is required to:

- Assist in the formation of the branch
- Nominate an experienced Lion to be the branch liaison
- Submit the Notification of Club Branch (CB-1) to International Headquarters
- Submit the Report of Branch Members (CB-2) to International Headquarters, or update members using the WMMR
- Process membership applications and see that each application is properly approved and reported to International Headquarters
- Help develop a membership retention and growth plan
- Ensure branch officers receive proper orientation, support and training
- Ensure the elections for branch officers are properly held each year
- Encourage branch members to participate in parent club and district activities
- Submit branch supply orders to International Headquarters
- Update club officers with Lions Clubs International using the Notification of Club Branch (CB-1)

## Club Branch Executive Committee

The club branch executive committee is made up of the club branch officers (branch president, branch secretary, branch treasurer) and the branch liaison. Branch officers serve until the close of the first fiscal year. The fiscal year for Lions Clubs International and all clubs is July 1 to June 30. If their first term is less than a full year, they may serve through the branch's second fiscal year, but this requires re-election by the members. [The position of branch president is not a prerequisite for any district service position, including region/zone chairperson and district governor.]

The executive committee is responsible for executing policies approved by the parent club, along with the following:

### Club Branch President

- Serve as the leader of the branch
- Serve on the parent club's board of directors
- Attend board meetings and/or general meetings of the parent club
- Become familiar with the parent club's constitution and by-laws and other important practices
- Regularly communicate with the parent club and receive all necessary statements
- Establish a plan for the year\*
- Form committees to support branch operations\*
- Issue calls for all meetings
- Provide the monthly financial report to the parent club
- Plan and select community service activities\*\*

\* See the Club Officers Manual (LA-15) for more information

\*\* Consider using the Community Needs Assessment (MK-9)

### Club Branch Secretary

- Serve as the administrator of the branch
- Maintain general records of the club such as minutes, attendance, elections and membership

- Submit new members, member drops, transfer members and other membership changes to the parent club using the Branch Membership Update Form (CB-2)
- Use the Notification of Club Branch (CB-1) to update branch officers and submit to the parent club
- Prepare and provide a report of branch activities to the parent club using the Monthly Branch Activity Report
- Collect and turn dues over to the club branch treasurer
- Issue statements to each member for dues and other financial obligations owed to the parent club
- Serve as the editor, or communicate regularly with the editor of the branch newsletters
- Respond to inquiries and requests made to the branch

### Club Branch Treasurer

- Work with the branch president to create branch budgets
- Record payments and deposits for the branch, along with managing the branch budgets
- Prepare the monthly financial report to give to the club branch using the Branch Record of Payments and Deposits
- Receive dues money from the branch secretary, and submit to the parent club treasurer
- Pay branch bills upon the authorization from the parent club's board of directors

### Branch Liaison

- Serve as an officer of the branch's executive committee
- Maintain open communication between the parent club and the club branch
- Provide assistance to the branch, similar to that of a guiding Lion
- Develop a positive relationship with the members of the branch
- Help the branch president prepare the Monthly Branch Activity Report
- Keep the branch aware of all parent club activities and policies that affect the branch
- Attend branch meetings

# Club Branch Membership

## Branch Member

Any person of legal majority with good character and good reputation in his or her community may be invited to become a club branch member. The person must have approval from the parent club to become a member.

Members of the branch are encouraged to attend the general meetings of the parent club. Branch members are voting members of the parent club when in attendance at the parent club's meetings. Branch members are calculated in the parent club's quorum only when present, in person or at the parent club meetings. Branch members may also serve on branch committees. Any branch member may serve on the parent club's board of directors if elected.

## Dues

The entrance fee for each new branch member is US\$25. Current members from other clubs or individuals who left a Lions club in good standing within 12 months may transfer to the branch at no charge. Discounts are available for qualifying family units, students, graduating Leos and young adults. Branch members pay the same amount of dues that are required of members of the parent club. Checks issued for dues and entrance fees should be made payable to the parent club.

### *Insurance Coverage*

*The branch, as part of the parent club, receives liability coverage as provided by Lions Clubs International. The parent club secretary has a comprehensive booklet explaining this coverage.*

## Adding a New Member

When adding a new member to the club branch, the Membership Application (ME-6B) should be submitted for approval by the parent club's board of directors. The parent club then either submits the Branch Membership Update (CB-2) with the Monthly Membership Report, or enters the member online using the WMMR.

New Member Kits are available from the Club Supplies Department (clubsupplies@lionsclubs.org) and should be ordered by the parent club secretary for each new branch member. Each kit includes a New Member Welcome Book, membership certificate, Lions emblem pin and decal.

### *Adding Branch Members to the WMMR*

*Once the Notification of Club Branch (CB-1) has been received by International Headquarters, parent club secretaries have the option of selecting the club branch name on the basic member information tab as a membership type in the WMMR when adding members. If the WMMR is used, the Report of Branch Members (CB-2) does not need to be submitted to International Headquarters.*

## Membership Changes

When dropping a member or updating membership information, fill out the the Branch Membership Update (CB-2) and submit to the parent club secretary.

# Branch Operations

## Meetings

Lions clubs are encouraged to meet at least twice a month, and club branches are also encouraged to do the same. Attendance at branch meetings fulfills parent club's meeting attendance requirements. Some branches have one general meeting and one executive committee meeting. Well planned meetings, with a strict time limit, are very important and general executive committee meetings must have an agenda. The Club Officers Manual (LA-15) can provide information on planning a meeting.

## Constitution and By-Laws

Since the branch is part of the parent club, it is governed by the parent club constitution and by-laws. The Standard Form Constitution and By-Laws (LA-2) is recommended by Lions Clubs International. In addition to the parent club's constitution and by-laws, those of the international association, multiple district and district govern Lion activities, along with policies adopted by the International Board of Directors.

## Newsletter

Each branch should publish its own newsletter. Because the branch secretary is often one of the most informed branch members, he or she is typically given the added responsibility of being the newsletter editor. If someone other than the branch secretary is chosen to edit the newsletter, they should maintain close contact with the branch secretary to ensure that all important branch news is published.

## Recruiting

A branch must have active members to effectively serve the community. If possible, designate a member to oversee membership recruitment or establish a membership committee. Recruiting for a club branch is very similar to recruiting for a traditional club. Consult your branch liaison and parent club officers for recruiting ideas. You can also use the Club Branch Brochure (CB-17) to explain to potential members what the purpose of a club branch is, or use the Club Brochure Template (MK-20A) which allows you to customize a brochure specifically for your club.

## Branch Financing

### Budget

Most branches use the budget system of financing, which includes anticipating in advance the income and expenses of the branch for a specific period, then preparing a budget. Budgets should not be considered as mandates or approvals for spending, but rather guidelines. All checks and vouchers should be signed by the parent club's treasurer and counter-signed by a branch officer, as determined by the parent club's board of directors.

Your branch should have two budgets for the fiscal year (July-June):

1. **Administrative Budget:** The administrative budget finances branch operations. Its income comes mainly from dues, but may also include raffles, increased meal costs, fines and auctions.
2. **Activities Budget:** The activities budget finances the branch's activities and projects. Its income should come from special fundraising projects put on by the branch in the community.

## Fundraising

The parent club should establish an account for funds raised by the branch. This money should be used for the branch's activities budget. Under no circumstances can any of the income from the branch's fundraising projects be used to defray branch administrative costs, however, legitimate expenses directly related to the fundraiser can be deducted.

## Ordering Club Supplies

The Club Supplies Catalog is available on the Lions Clubs International Web site. Items that do not require personalization can be ordered directly from International Headquarters with a credit card or other advance payment. Items personalized with the branch name and include the parent club's name must be ordered through the parent club. Only the parent club secretary may order supplies on an account.

## Converting a Branch and Applying for Charter

When a club branch reaches 20 members, it may consider becoming a charter club. The New Club Extension Kit (KITEXT) is available to assist. In addition, a Club Branch Conversion Form (CB-21), signed by the parent club secretary, must be submitted with the new club application to waive the charter transfer fee and signal to Lions Clubs International that the branch has closed.

## Dissolving a Branch

A branch may be dissolved without charter by a resolution that receives a two-thirds vote by the parent club's board of directors. If the branch is dissolved, the branch members become active members of the parent club and should be encouraged to participate in parent club activities. Written communication from a parent club officer or district officer must be sent to International Headquarters when a club branch is dissolved. E-mail: clubbranch@lionsclubs.org.

# Club Branch Resources

The following resources can be obtained by searching the Lions Clubs International Web site ([www.lionsclubs.org](http://www.lionsclubs.org)) or contacting the Membership Programs and New Clubs Marketing Department

## Club Branch Kit

- Club Branch Guide (CB-4)
- Club Branch Brochure (CB-17)
- Notification of Club Branch (CB-1)
- Branch Membership Update (CB-2)
- Club Officers Manual (LA-15)
- Membership Application (ME-6B)
- Constitution and By-Laws (LA-2)
- Club Branch Conversion Form (CB-21)

## Other Resources

- New Club Extension Kit (KITEX)
- Guide to New Club Formation (TK-1)
- Charter Night Planning Guide (TK-26)
- Community Needs Assessment (MK-9)
- Club Brochure Template (MK-20A)
- Instructions for Using the Club Brochure Template (MK-21B)

## Membership Programs and New Clubs Marketing Department

Phone: (630) 571-5466 ext. 522

Fax: (630) 571-1691

E-mail: [clubbranch@lionsclubs.org](mailto:clubbranch@lionsclubs.org)

Lions Clubs International

300 W 22ND ST

Oak Brook IL 60523-7742 USA









## **Lions Clubs International**

Membership Programs and New Clubs Marketing Department  
300 W 22ND ST  
Oak Brook IL 60523-7742 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
E-mail: [clubbranch@lionsclubs.org](mailto:clubbranch@lionsclubs.org)  
Phone: 630.571.5466 ext. 522  
Fax: 630.571.1691



New Club Branch

Existing Club Branch Officer Update

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

Parent Club Name: \_\_\_\_\_ Parent Club Number: \_\_\_\_\_

Club Branch Name: \_\_\_\_\_

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

### Branch Liaison

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch President

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch Secretary

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch Treasurer

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

This branch is needed to serve the community, has reasonable prospects for success and has planned activities for its community. The current district governor has been notified of the development of the branch and whether or not there is a club(s) in the community in which the branch will operate. In the event that there is such a club(s), written permission has been obtained (and is attached) from the club(s) board of directors to form this branch and extend Lion service.

\_\_\_\_\_  
**Signature of Parent Club President**

\_\_\_\_\_  
**Date**

# BRANCH OF CLUB

## POLICY OF THE INTERNATIONAL BOARD OF DIRECTORS

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

1. The names of a minimum of five branch members are required to form a club branch.
2. The members of the branch are encouraged to meet two or more times each month.
3. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
4. The branch members shall elect a president who shall serve on the parent clubs board of directors, and will be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.
5. Dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.
6. Branches must be located in the same district (single or sub-) as the parent club.
7. Branches may be formed in communities not currently served by a Lions club. In areas already served by an existing Lions club, written permission from the club that serves the community is required. A community shall be defined as an interacting population of various individuals in a common location.
8. The parent club must notify the district governor of the formation of the proposed branch.
9. A branch may be dissolved by a resolution of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.
10. Protest of a Branch of Club
  - a) By an established club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
  - b) By a district governor: The district governor may request that the International Board of Directors review the development of a branch.
11. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

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

---

**New club branches send the completed form to:**  
Membership Programs and New Clubs Marketing Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1691  
E-mail: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

**Existing club branches send the completed form to:**  
Club and Officer Record Administration Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
E-mail: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)



# Lions Clubs International

# REPORT OF BRANCH MEMBERSHIP

New Club Branch - Submit with Notification of Club Branch (CB-1)

Existing Club Branch

Submit this form, along with any new member applications, to the parent club president to request approval of new branch members, update contact information of existing members or drop members. The parent club secretary should include this report with its Monthly Membership Report to International Headquarters. If the WMMR is used, this report does not need to be submitted to International Headquarters.

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

Parent Club Name: \_\_\_\_\_ Parent Club Number: \_\_\_\_\_

Club Branch Name: \_\_\_\_\_

PLEASE PRINT OR TYPE MEMBER INFORMATION. TRANSACTION CODES AND DROPPED MEMBER REASONS ARE LISTED ON BACK.			
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	
Transaction Code	First Name	Last Name	Year of Birth
			Gender <input type="checkbox"/> M <input type="checkbox"/> F
Address		City	State/Province
			Zip/Postal Code
Country	E-mail		Phone
Is This Member A Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Former Club and Member Number	Sponsor Name and Club Number	
		Dropped Reason	

Attach additional forms if more space is needed.

Signature of Parent Club President

Date

**Transaction Codes:**

- A: New
- B: Reinstated (If dropped over 12 months add as new)
- C: Transfer (If dropped over 12 months add as new)
- D: Dropped from Membership
- E: Change of Address, Phone or E-mail
- F: Change of Name (Indicate former name in parentheses)

**Dropped Member Reasons:**

- 1: Resigned in Good Standing (Personal reasons)
- 2: Non-Payment of Dues
- 3: Non-Attendance
- 4: Non Attendance and Non-Payment of Dues
- 5: Transferred in Good Standing (Use form ME-20)
- 6: Moved (Dues unpaid)
- 7: Deceased
- 8. Other (Please specify): \_\_\_\_\_

---

**New club branches send the completed form to:**  
Membership Programs and New Clubs Marketing Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1691  
E-mail: newclubs@lionsclubs.org

**Existing club branches send the completed form to:**  
Club and Officer Record Administration Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
E-mail: stats@lionsclubs.org





# INSTRUCTIONS FOR COMPLETING THE LIONS CLUB CHARTER APPLICATION

## **COMPLETING THE CHARTER APPLICATION**

To organize a new Lions club you will need:

- 20 or more charter members
- A sponsoring club, zone, region, district cabinet or district committee
- Completed charter application and report of charter members
- Your current district governor's signature on the charter application
- Appropriate fees and certification forms

Complete the Charter Application (TK-38A) and Report of Charter Members (TK-21A) and submit with appropriate fees and certification forms to Lions Clubs International.

## **NAMING THE NEW CLUB**

The club name must be the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. If the club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located. If other clubs exist in the same municipality, the club's name should include a "distinguishing designation" to clearly identify the club and distinguish the club from other clubs that share the same municipality name.

Other naming restrictions:

- The club cannot be named after a living individual, unless they have served as international president.
- No club can use the term "International" in its name.
- The club may not use the term "main" as a distinguishing designation or a designation that would imply that the club is higher ranking than the other clubs in the community.
- The term "Host" is a title of prestige to recognize the club as the parent or oldest club in the municipality.

See the charter application for additional club name guidelines and other policies.

## **EXTENSION AWARDS**

The district governor may honor up to two people with an Extension Award for the formation of a new Lions club. The award can be given to any Lion who assisted with the formation of the new club, with the exception of the current district governor and new charter members. Active transfer charter members are eligible for the award.

## **CHARTER FEES**

New charter members who join before the charter celebration night or 90 days following the charter approval date (whichever occurs first) pay a charter fee of US\$30 or must submit the proper certification form waiver. Members who transfer within 12 months from another club into the chartering club pay a transfer charter fee of US\$20. Transfer charter members must be transferred in good standing from the former club to qualify for transfer member status. These fees cover administrative and supply costs related to chartering a new club.

## **CLUB BRANCH CONVERSION**

Club branch members receive a transfer fee waiver when their branch converts to a new Lions club. Submit the Club Branch Conversion Form (CB-21) with the new club application in order to receive the club branch fee waiver. Branch members will automatically be dropped from the parent club when the new club is processed.

## **FAMILY MEMBERSHIP**

The family membership dues rate applies to Lions in and/or joining the same club and living in the same household related by birth, marriage and other legal means - such as parents, children, spouses, aunts/uncles, cousins, grandparents and in-laws of spouses.

The first family member (head of household) pays the initial charter or transfer fee and full international dues (US\$39). Up to four subsequent qualifying family members, over the age of majority in the same club, pay half international dues (US\$19.50) and no charter or transfer fee. New clubs with family members are required to have a minimum of ten (10) full paying members.

## **STUDENT MEMBERS**

Students enrolled in an educational institution, and between the age of legal majority and through the age of 30, receive a special dues concession, paying only half international dues (US\$19.50) and are exempt of any entrance fees. The Student Member Certification Form (STU-5) must be submitted with the charter member application for each eligible student. Additionally, students of new Campus Lions clubs, or clubs with a majority of student members, are required to prepay one year of international dues at the student member rate and submit with the charter application.

## **LEO TO LION MEMBERS**

### **Graduating Leos**

Current and former Leos between the age of legal majority in the jurisdiction in which they reside and through the age of 30 receive a charter fee waiver and pay only half international dues (US\$19.50). The Leo to Lion Certification and Years of Service Transfer Form (LL-2) must be submitted with the charter member application for each graduating Leo.

### **Qualifying Young Adults**

Leos can charter a new club and recruit their peers. Young adults between the age of legal majority in jurisdiction in which they reside and through the age of 30 also receive a charter fee waiver and pay only half international dues (\$19.50) as long as at least 10 new club charter members meet the qualifications above as a graduating Leo. The Leo to Lion Certification and Years of Service Transfer Form (LL-2) must be submitted with the charter member application for each eligible young adult.

**IMPORTANT:** Full payment of charter fees is required in order for International Headquarters to process and approve your Lions club application.

## **PAYMENT INSTRUCTIONS**

Payments must be made to LIONS CLUBS INTERNATIONAL. Please use one of the following forms of payment.

### **1. Check/Money Order (For US Dollar Payments)**

- Send a US Dollar Check or Money Order drawn from a US bank. Any non-US checks will be returned.
- If possible, send one check for the full charter amount when the club is ready to be formed.
- Send the check with the charter application. NOTE: Stale-dated checks cannot be accepted by our bank and will be returned to the sender, delaying the process of your application.
- Please clearly state the name of the new Lions club on the check.

### **2. Deposit Slip/Wire Transfer (All non-US Dollar Payments)**

**Deposits:** Deposits must be made to a Lions Clubs International bank account. The deposit slip must show the name of the new Lions club, deposit date (day, month, and year), name of the bank and account number. A copy of the deposit slip must be enclosed with the new club application. For payment instructions by country, go to the Lions web site at [www.lionsclubs.org](http://www.lionsclubs.org).

**US Dollar Wire transfers:** When a wire transfer payment is used, the wire transfer receipt must clearly show the deposit date, name of the new Lions club, the amount of the club's payment and bank account number. This information is required to match the new club to the payment and avoid a possible delay. Please include a copy of the receipt with the charter club application.

Please use the following information when making a wire transfer:

**JP MORGAN CHASE BANK, NA**  
**120 S. LASALLE ST**  
**CHICAGO, IL 60603**

**SWIFT NUMBER:** CHASUS33  
**ROUTING ABA #** 021000021  
**ACCOUNT NUMBER:** 105732  
**BENEFICIARY NAME:** International Association of Lions Clubs

Please Note: International wire transfers will require the Swift Number for timely processing. Wire transfers in the United States require the Routing ABA# for efficient and timely processing.

## **DUES**

Lions club members pay annual international dues of US\$39, unless eligible for dues reduction, in addition to club, district and multiple district dues. International dues are charged starting one month after the charter approval date and cover many member benefits, including a subscription to LION Magazine. The amount of club dues should be established at the organizational meeting and collected as soon as possible. Dues are often collected with charter fees.

## **CHARTER APPROVAL**

Once the charter application is approved, the Membership Programs and New Clubs Marketing Department will forward new club supplies and charter member certificates to the first guiding Lion indicated on the charter application. Supplies for clubs in India will be shipped from the office of the South Asian Secretariat in Mumbai.

The charter, a congratulatory letter from the international president and a sponsor patch is sent to the district governor to be presented during the Charter Night celebration.

Other supplies may be purchased from the Club Supplies Department at Lions Clubs International. Some materials and supplies are also available for download online at [www.lionsclubs.org](http://www.lionsclubs.org).

**Please allow 45 days from the date the completed application is received at International Headquarters to process the charter application and receive the official charter and club supplies.**

## **CHARTER NIGHT**

Charter Night is a festive event at which the district governor presents the charter to the new club. Often, a banquet is held and Lions clubs from the district and neighboring areas are invited to attend. Existing clubs often provide support, such as money or club supplies, to help give the new club a strong start.

More information regarding Charter Night may be found in the Charter Night Planning Guide (TK-26).

## **INTERNATIONAL HEADQUARTERS SUPPORT**

International Headquarters has many resources available to assist the new club. Encourage new members to visit the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org) for a comprehensive overview of the association's programs and resources.

## **FOR FURTHER ASSISTANCE**

The Membership Programs and New Clubs Marketing Department is available to assist the chartering of new Lions clubs. Contact us at:

### **Membership Programs and New Clubs Marketing Department**

Lions Clubs International  
300 W. 22nd St  
Oak Brook, IL 60523-8842, USA  
Phone: 630.571.5466, ext. 602  
Fax: 630.571.1691  
E-mail: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)



## **Lions Clubs International**

Membership Programs and New Clubs Marketing Department

Lions Clubs International

300 W. 22nd St

Oak Brook IL 60523-8842 USA

[www.lionsclubs.org](http://www.lionsclubs.org)

E-mail: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

Phone: 630.571.5466, ext. 602

Fax: 630.571.1691

TK-2 8/10



# REPORT OF CHARTER MEMBERS

Submit this form with the charter application to Lions Clubs International or use to add additional charter members.

NAME OF CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_ DATE \_\_\_\_\_

LOCATED AT \_\_\_\_\_  
(CITY) (STATE OR PROVINCE) (COUNTRY)

## PLEASE PRINT OR TYPE MEMBER INFORMATION

FIRST NAME		LAST NAME		MAILING ADDRESS			
CITY		STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY		YEAR OF BIRTH	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
TELEPHONE NUMBER	E-MAIL		IS THIS MEMBER A TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF FORMER CLUB AND MEMBER NUMBER			
FIRST NAME		LAST NAME		MAILING ADDRESS			
CITY		STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY		YEAR OF BIRTH	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
TELEPHONE NUMBER	E-MAIL		IS THIS MEMBER A TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF FORMER CLUB AND MEMBER NUMBER			
FIRST NAME		LAST NAME		MAILING ADDRESS			
CITY		STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY		YEAR OF BIRTH	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
TELEPHONE NUMBER	E-MAIL		IS THIS MEMBER A TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF FORMER CLUB AND MEMBER NUMBER			
FIRST NAME		LAST NAME		MAILING ADDRESS			
CITY		STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY		YEAR OF BIRTH	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
TELEPHONE NUMBER	E-MAIL		IS THIS MEMBER A TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF FORMER CLUB AND MEMBER NUMBER			
FIRST NAME		LAST NAME		MAILING ADDRESS			
CITY		STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY		YEAR OF BIRTH	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
TELEPHONE NUMBER	E-MAIL		IS THIS MEMBER A TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF FORMER CLUB AND MEMBER NUMBER			

SPACE FOR OFFICE USE ONLY



# LIONS CLUB CHARTER APPLICATION

Please return with:

- 1) Report of charter members
- 2) Payment of charter fees (in countries other than the USA or Canada, include a duplicate deposit slip from a recognized banking institution)
- 3) Appropriate certification forms

### PLEASE TYPE OR PRINT CLEARLY

Date \_\_\_\_\_

Name of Proposed Club \_\_\_\_\_ City \_\_\_\_\_ Distinguishing designation, if any \_\_\_\_\_ Lions Club

Located in \_\_\_\_\_ City \_\_\_\_\_ State, Province or Country \_\_\_\_\_

If the name of the proposed club does not indicate a distinguishing location please explain: \_\_\_\_\_

Type of club:  Traditional  Campus  Lioness Lions  New Century  Leo Lions

District \_\_\_\_\_ Region \_\_\_\_\_ Zone \_\_\_\_\_

Sponsoring Club \_\_\_\_\_ Club Identification/Number \_\_\_\_\_

Organizer \_\_\_\_\_ Member Number \_\_\_\_\_ Title \_\_\_\_\_

North American clubs must provide the county or province in which the club will be established. County or Province \_\_\_\_\_

### NEW CLUB OFFICERS

**President** \_\_\_\_\_  
First Name Last Name

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  E-mail

**Treasurer** \_\_\_\_\_  
First Name Last Name

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  E-mail

**Secretary** \_\_\_\_\_  
First Name Last Name

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  E-mail

**Membership Chairperson** \_\_\_\_\_  
First Name Last Name

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  E-mail

CLUB NUMBER: \_\_\_\_\_

IDENT: \_\_\_\_\_

CHARTER APPROVAL DATE

\_\_\_\_\_  
Date Approved

LANGUAGE: \_\_\_\_\_

DIST ACCOUNT #: \_\_\_\_\_  
(For International Office Use Only)

**Please allow 45 days from the date the application is received at International Headquarters to process the charter application and receive the official charter and club supplies.**

### RESPONSIBILITIES OF THE SPONSORING CLUB

A sponsoring club helps their new Lions club obtain and maintain a high level of commitment, activity and enthusiasm. Sponsorship of a new club demands certain responsibilities. Sponsors are required to:

- Support the guiding Lion(s)
- Check that all charter member applicants meet the standards of being a Lion member
- Hold an in-depth organization meeting
- Ensure that the chartered club has proper orientation into Lions
- Co-host Charter Night
- Encourage district participation
- Encourage interclub functions
- Help develop a membership retention and growth plan
- Assist in preparing the club's meeting agenda
- Support the club's activities
- Assist the club whenever called upon
- Provide guidance without interfering

*As the sponsoring club, we understand that assistance will be given to this new club as described by, but not limited to, the above list.*

### SPONSORING CLUB OFFICER SIGNATURES

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

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

### GUIDING LIONS

The district governor may appoint up to two guiding Lions to assist the new club. Charter pins, certificates and other materials will be shipped to the first guiding Lion listed, unless specified otherwise.

**Guiding Lion** \_\_\_\_\_  
(to receive club supplies) First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax

*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Is this guiding Lion a member of the sponsoring club?  Yes  No

If no, please provide:

Name of Club \_\_\_\_\_

Club Number \_\_\_\_\_

Is the guiding Lion a "certified" guiding Lion?  Yes  No

Prefer communications via:  Mail  Fax  E-mail

**Guiding Lion** \_\_\_\_\_  
First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax

*\* Please include area codes and country codes if outside of the USA*

E-mail Address \_\_\_\_\_

Is this guiding Lion a member of the sponsoring club?  Yes  No

If no, please provide:

Name of Club \_\_\_\_\_

Club Number \_\_\_\_\_

Is the guiding Lion a "certified" guiding Lion?  Yes  No

Prefer communications via:  Mail  Fax  E-mail

### CHARTER NIGHT

The charter will be sent to the district governor or coordinating Lion unless otherwise specified. Please allow 45 days from the date the application is received by International Headquarters to process this application and provide time to personalize and ship the official charter.

Charter Presentation Date: \_\_\_\_\_

**EXTENSION AWARD RECIPIENTS**

International Board Policy states that no more than two extension awards may be given for the organization of any club. The district governor in office and new charter members are not eligible. Awards must be requested by the district governor within six months of the charter approval date.

The district governor has recommended the following Lions to receive extension awards:

**Extension Award Recipient** \_\_\_\_\_  
 First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax

E-mail Address \_\_\_\_\_

Name of Club \_\_\_\_\_

Club Number \_\_\_\_\_

District \_\_\_\_\_

**Extension Award Recipient** \_\_\_\_\_  
 First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax

E-mail Address \_\_\_\_\_

Name of Club \_\_\_\_\_

Club Number \_\_\_\_\_

District \_\_\_\_\_

**INTERNATIONAL PER CAPITA TAX**

It is understood that the semi-annual capita tax shall be pro-rated for the remaining months of the semi-annual period ending June 30 or December 31, as the case may be. The dues of each member shall begin on the first day of the month following the month that his/her name is recorded by the International Office as a new member. Please contact the district governor or Lions Clubs International for the current dues amount.

New Club Officer Signatures:

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

**DISTRICT GOVERNOR APPROVAL**

This proposed club is needed in the community, has reasonable prospects for success, has planned the humanitarian activities to take place in the community, as listed below, and is hereby recommended and approved for charter.

Current District Governor: \_\_\_\_\_ Date: \_\_\_\_\_

Print District Governor Name: \_\_\_\_\_

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

If yes, please provide the name of the consultant or extension representative: \_\_\_\_\_

Please describe the humanitarian activities that the club has planned in the space provided. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NEW CLUB CRITERIA

### 1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly which has been duly organized and has elected officers. Such application, signed by not less than such number of members as the International Board of Directors shall require, shall be made, on forms provided, to the International Office of the association and shall be accompanied by such charter fees as the international Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs.

### 2. Documentation

No proposed club shall be issued a charter, entered upon the record of Lions Clubs International or be officially recognized until the day the following items are received at the International Headquarters in Oak Brook, Illinois, USA and approved by the international board or its designee:

- a. Completed official application for charter.
- b. The names of a minimum of twenty (20) charter members, 75% of whom are new Lions, except in the case of friendly separation of a large existing club.
- c. Corresponding charter fees - The charter fee shall be US\$30.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.
  - (1) No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.
  - (2) In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.

### 3. Charter Members

All members joining a Lions club before charter night will be considered charter members, provided the charter night is held within 90 days after the charter approval date. All club charters will be closed, if not closed prior thereto, upon the expiration of said 90 day period.

### 4. Club Sponsor

- a. Every new club must be sponsored by a club, zone, region, district cabinet, or a district committee as provided by the multiple district constitution and by-laws. The new club sponsor shall be provided for from within the boundaries of the district in which the club is located. The new club sponsor shall be thoroughly indoctrinated in its responsibilities. A sponsoring club may be assisted by one or more co-sponsoring clubs, as authorized by the district governor of the club location. The co-sponsoring club may come from another district. In club extension in new countries, the coordinating Lion shall assist.
- b. The first club in a new geographical area shall be sponsored by a Lions club and/or its district. Each additional club may be sponsored by Lions clubs from the initial sponsoring district, as well as by Lions clubs from another district with the stipulation that said sponsoring clubs acknowledge their full responsibility for sponsorship, including assignment of qualified Guiding Lions, until the undistracted area is formed into a provisional district. Under special circumstances, as determined by the board of directors or the members of the Executive Committee, the sponsoring club may be designated from an undistricted territory.

The criteria for the approval of a new club under these special circumstances shall be any of:

- (1) When no other existing districted Lions club is in close geographical proximity to the proposed club.
- (2) When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.
- (3) When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.
- (4) When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.

- c. An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner, will be presented to the sponsoring club.

### 5. Club Name

- a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International. No Lions club may add "International" as a distinguishing designation to its name.
- e. The term "Leo" may be added as a distinguishing designation to the name of a Lions club.

### 6. Club Boundaries

The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and bylaws, where the club is located.

### 7. Charter Approval Date

The date the charter application is approved will be the charter approval date. This date will appear on the club charter and on the official association records.

### 8. Charter

- a. The president and the secretary of Lions Clubs International shall sign all charters for new clubs. The sponsoring club or district cabinet's or district committee's name will also be shown.
- b. Charters for new clubs shall be sent directly to the district governor or coordinating Lion. An approved charter for an undistricted club shall be sent to the president of the new club.

### 9. Dues

Charter member dues begin the first of the month following the date upon which the member's name was reported to the sponsoring club, coordinating Lion and Lions Clubs International. The new Lions club will be billed for dues shortly after its charter is closed.

### 10. Charter Application Deadline

Complete charter applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20th will be processed for the current fiscal year.

### 11. Ensuring Viable New Clubs

A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual International dues when the charter applications are submitted; 3) have the charter applications certified by both the district governor and the vice district governor.

Policies are subject to change. Please contact the Membership Programs and New Clubs Marketing Department for updated information.

#### Membership Programs and New Clubs Marketing Department

Lions Clubs International  
300 W 22nd St  
Oak Brook IL 60523-8842 USA  
Phone: 630.571.5466, ext. 602  
Fax: 630.571.1691  
E-mail: newclubs@lionsclubs.org