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**District 5M9**

**Policy Manual**

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**GENERAL PURPOSE**

1. General purpose of this Policy Manual is to give guidance to the District Governor, 1st Vice District Governor, 2nd Vice District Governor, the District Cabinet and Club Officers in the working operation of District 5M9.
2. Distribution shall be to all the clubs, District Officers in District 5M9 and any Lion upon request, to aid in the betterment of Lionism.
3. Adoption of the Policy Manual and amendments to it shall be made by a majority vote of the District Cabinet. Amendments need a fifteen (15) day notice prior to adaption.
4. Upkeep and housekeeping of the policy manual shall be done by an appointed committee of Past District Governors selected by the current District governor. This committee shall meet as least once a year and at least thirty (30) days prior to the Mid-Winter Convention or as needed to review amendments to the Policy Manual.
5. Voting on all matters brought before the 5M9 cabinet on Policy changes can be voted on in person or if the meeting is held by electronic means (Zoom, Go To Meeting, etc.) voting may be done by electronic means.
6. This document is to be considered **confidential** and shall not be distributed to non-Lions or used for any other purpose.

**1. PREFACE**

1. Commitment to Service. Individual Lions and Leo clubs volunteer to address local humanitarian needs by using their time, talent, voice and resources to improve the overall wellbeing of their communities. Collectively, the efforts and contributions of Lions and Leo clubs, have the potential to advance locally development agendas and address some of the greatest maladies afflicting humanity today. To that end, District 5M9 is committed to uniting Lions and Leos in tackling pressing global challenges through the development and support of strategic, comprehensive, and measurable service opportunities.

2. **Vision Statement.** To be the global leader in community and humanitarian service.

3. **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.

**2. DEFINITIONS**

1. Service Engagement Model. The overarching structure of service provided by Lions to their beneficiaries, including advocacy, conducting service activities, fundraising and donating.

2. Global Cause. A topical area of service with identified goals and specific strategies to execute towards the achievement of those goals. These strategies include but are not limited to LCI service programs, LCIF grants, advocacy opportunities, and strategic partnerships that enhance service impact.

3. LCI Service Programs. Organized programs developed and supported by LCI for Lions and Leo clubs, districts, multiple districts and Lions controlled entities/foundations that contribute towards specific service outcomes and impact.

4. Signature Service Activity. Activities that address local community needs as identified by Lions and Leo clubs and are developed in accord with the time, resources, and expertise of the local club. Effective June 16, 2021.

**3. GLOBAL CAUSES**

1. LCI’s global causes include:

a. Diabetes

b. Environment

c. Vision

d. Childhood Cancer

e. Hunger

2. Children and Youth. While children and youth are not specifically named as a global cause, they are considered both important beneficiaries of the service of Lions, and partners who serve alongside Lions. 3. Term. The global causes will be reviewed no earlier than five years and no later than ten years after their initial launch in July 2017.

**4. DISTRICT PROGRAMS;**

a. District 5M9 shall participate in and/or all events sponsored by MD5M and Lions Club International.

b. District 5M9 endorses the following;

1. Can Do Canines (501C3)\*\*

2. Environment\*\*

3. Eyes for Mexico Foundation (501C3)

4. Kamp KACE Foundation (501C3)

5. Leader Dog (501C3)\*\*

6. Lions Club International Foundation (501C3)\*\*

7. MN Lions Childhood Cancer Foundation (501C3)\*\*

8. MD5M Lions Kidsight Foundation (501C3)\*\*

9. MN Lions Diabetes Foundation (501C3)\*\*

10. MN Lions Hearing Foundation (501C3)\*\*

11. MN Lions Vision Foundation (501C3)\*\*

12. Project New Hope Foundation (501C3)\*\*

13. MD5M Youth Exchange/Youth Camps Foundation (501C3)\*\*

14. Youth Outreach/Scholarships/Posters\*\*

15. Special Olympics (501C3)\*\*

*\*\*Approved Foundations and Projects of MD5M*

*NOT ALL OF THE APPROVED PROJECTS REQUEST MONEY OR HAVE A DISTRICT CHAIR*

**5. COMMITTEE TO REVIEW 2nd VICE DISTRICT GOVERNOR CANDIDATES**

1. Objective – The purpose of the committee is to review potential candidates for 2nd Vice District Governor and to provide an evaluation of such candidates to the 5M9 Leadership Team.

2. Composition – The Committee to Review Candidates shall be composed of the following members.

a. 5M9 GLT Coordinator and two PDG’s who shall be appointed by the District Governor.

b. Committee Chairperson will be the 5M9 GLT Coordinator.

3. Duties – The Committee to Review 2nd VDG candidates shall assume the following responsibilities to accomplish its charge:

a. Collect and review the resumes of candidates.

b. Identify candidates that have met the criteria to run for 2nd VDG.

c. Provide the 5M9 District Governor and District Cabinet with a copy of each candidates resume.

4. Meetings – The committee will meet primarily by electronic means and shall meet in person as required and approved by the District Governor.

5. Term – The appointments shall be for one year and shall take effect on July 1st of each Lions calendar year.

**6. AUDIT COMMITTEE**

1. Objective – The purpose of the committee is to assist the 5M9 Cabinet in fulfilling its oversight responsibility relating to:

a. The integrity of the financial statements and financial reporting;

b. The annual audit of the financial statements;

c. Compliance with legal and regulatory requirements;

d. Evaluation and assessment of risk management;

f. Accounting systems and internal controls;

g. Fulfillment of other responsibilities set out herein.

2. Composition – The Audit Committee shall be composed of four members appointed by the DG:

a. District Treasurer, IPDG and 2 PDG’s.

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

a. Conduct the annual audit and review such statements with the 5M9 District Treasurer.

b. Review annual financial statements, including any adjustments to those statements and any significant issues that arose in connection with the preparation of those financial statements. The committee will inform the District Governor and report to the District Cabinet any significant findings.

c. Review the financial reporting and accounting policies, significant changes in accounting principles and regulations or in their application, and the key accounting decisions affecting the financial statements, including alternatives to, and the rationale for, the decisions made.

d. Review accounting policies, internal controls and procedures of the organization as well as management responses to comments relating to those policies and procedures.

e. Evaluate the business risks of the organization and plans to mitigate risk, including requiring management to communicate its risk assessments to the committee.

f. Meet as frequently as circumstances require, but at least annually, to discuss any issues arising from the audit committee’s responsibilities.

g. The committee shall submit the minutes of all meetings to the District Governor and District Cabinet after each committee meeting.

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

5. Reporting – The committee shall prepare a report for approval at the first Cabinet Meeting after the audit is completed. No later than the second Cabinet Meeting of the year.

**7. CONSTITUTION AND BY-LAWS COMMITTEE**

1. Objective – The purpose of the committee is to assist the District Governor and the 5M9 District Cabinet in fulfilling its responsibilities with respect to matters relating to the governance of the district.

a. The District Governor will appoint three PDG’s to sit on the committee.

2. Requisite – Entire committee member must familiarize itself with the constitutions and by-laws of the association - at international, multiple, district and club levels, and with district policies.

3. Duties

a. Provide guidance to the District Governor and standing committees to ensure the actions taken by the Cabinet are consistent with the constitution and by-laws.

b. Ensure the District Governor has adequate information in order to monitor compliance with LCI policies and procedures and recommend changes to such procedures as needed.

4. Meetings

a. Committee meets at least once a year to review the Constitution & By-Laws and District Policy Manual. At such meetings all interested Lions may attend.

b. Special meetings may be convened with approval of the District Governor.

5. Reporting – The committee gives a report at each Cabinet meeting concerning the above matters.

**8. DISTRICT 5M9 MID-WINTER CONVENTION**

1. District 5M9 shall hold a Mid-Winter Convention in the months of November, December, January, February or March. District 5M9 will endeavor to hold the convention the first full weekend in January after New Year’s. The Convention shall be at least thirty (30) days prior to the MD5M Convention.

2. When the Mid-winter Convention dates are set, the District Governor shall immediately notify the Executive Secretary.

3. The most recent International Director from MD5M, after the dates for the Mid-Winter Conventions are set, shall make arrangements with the DG for the guest speaker from Lions Clubs International.

4. It shall be the duty of the District Governor to provide an escort, provide transportation, and serve as hosts, for any International Officer or Past International Officer who is a guest speaker of the District. Proper care and attention shall also be paid to the guest speaker's Spouse/Companion should he/she attend the convention.

5. There shall be a District Cabinet meeting on Friday P.M. This should be a review of the convention proceedings and a brief over view of any urgent or necessary business to be held.

6. On Saturday morning there should be a Pride Breakfast honoring all those who have received awards in the District.

7. The District 5M9 General Business session shall be held on Saturday with this meeting to be open to all Lions and Leos who wish to attend.

BUSINESS TO BE COVERED:

a. Call to Order (Pledge & Invocation)

b. Rules of the Convention, Parliamentarian, Sergeant at Arms and Tail Twister.

c. Reports; District Treasurers Report, Zone Chairs, Committee Chairs & Convention Reports

d. Credentials - District Secretary

e. Elections – District Administrator

 g. Hall of Fame Award Nomination(s)

h. District Governor Nomination

i. 1st Vice District Governor Nomination

j. 2nd Vice District Governor Nomination(s)

k. Convention City Bids

l. Closing Comments – DG & International Guest

m. Meeting Adjourned until Sunday 9:00 am

(Both the American and Canadian Flags are to be displayed however only the American Pledge shall be said) Anthems may be sung. In event the visiting ID is from another country, their flag should be displayed.

7. Election of the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Convention City Bid and Hall of Fame must be by written ballot regardless of number of candidates.

8. All resolutions coming before the business meeting at the Convention must be submitted at least (15) days prior to the convention so as to permit time for discussion and deliberation. All business before the business meeting must be submitted to the District Governor in the time frame allotted and the DG will forward to the proper chairs for study and presentation.

9. Reconvened Business Meeting on Sunday

a. Call to Order

b. Convention Reports

c. Credentials – District Secretary

d. Spring College of Leadership – DGE

e. Election Committee Report – District Administrator

f. DGE & VDGE’s Introductions

g. DGE & VDGE’s Acceptance Speeches

h. Hall of Fame Award Winner Announcement

i. PID Bruce Beck Award

j. Resolutions

k. Awards

l. Closing Comments – DG & International Guest

m. Retire Colors

n. Benediction

o. Adjournment

**9. CONVENTION PROTOCAL LIASON**

To work with the convention committee and District Governor to ensure all of the meetings, programs and protocol is followed at the 5M9 Mid-Winter Convention. It is recommended that this position be filled by a Past District Governor when possible, or a Qualified Cabinet Member.

1. To attend, as many as possible, of the planning meetings of the convention committee.

2. To attend the 5M9 Mid-Winter convention or other official events.

3. To arrive ahead of the attendees of the convention to work with the set-up of the convention to make sure all items are ready to go. (Flags, banners, meeting rooms, audio equipment, etc.)

4. To make sure proper transportation, working with the District Governor, has been arraigned for official Lions Club International guests.

5. To make sure, working with the District Governor, an escort has been provided for our International Guests during their stay.

6. To work with the convention committee and District Governor to provide proper greetings to any and all visiting dignitaries. (International Guests, MD5M officials, District Governors, 1st & 2nd Vice District Governors, etc.)

7. To work with the convention committee and District Governor to provide proper seating charts for Banquet meals and all events during the convention.

8. To provide proper dress code during the convention to all that it is required.

**10. CONVENTION FUNDS;**

1. Fifty percent (50%) of the profit from the hospitality bookings and meal tickets will be given to the district and the money will go into the Betterment fund to assist in the promotion of or the education of Lions and Leos.

2. The Convention Disaster Relief fund shall assist in a LOSS by a host club or clubs while hosting the mid-winter convention caused by BAD WEATHER or such DISASTER, if one should occur.

3. 5M9 Convention funds will be paid to the convention committee in two installments, the first will be within 30 days afire the January billing is sent out and the second will be within 30 days after the July billing. The amount will be determined by the membership number being billed by the MD5M Secretary.

**11. DISTRICT GLOBAL ACTION TEAM**

1. Objective –To provide direction and recommend policy for the successful administration and operation of zones, declining clubs, clubs with problems, and club mergers.

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

3. Duties

a. Maintain continuous review of programs and procedures related to zones, clubs, district 5M9 and plans in the District.

b. Develop strategies and programs for club and district leaders that support effective club and district operations. Develop and execute special programs (such as the Certified Guiding Lion Program) to strengthen clubs with an emphasis on assisting young, weak, small and status quo clubs. Work in conjunction with the Global Leadership Coordinator to develop club officer training. Work in conjunction with the Global Membership Coordinator to support member growth and retention. Work in conjunction with the Global Service Coordinator to support service programs in the clubs and district. Work in conjunction with the Global Membership Approach Champion to support new club development, member retention, member satisfaction and new member growth.

c. Develop strategies and recommend policy to support optimum district operation. Review the status of the district, and recommend changes in the policy and procedures for betterment of the district.

d. Recognize effective leadership (such as the Excellence Awards) at the club and district level.

c. Review seminars to be held in the spring and fall in the area of district and club administration.

g. Support Lion leaders in their efforts to help achieve district and club goals.

4. Meeting – The committee meets at least quarterly or as called by the District Governor.

5. Reporting – The committee prepares a report of progress, plans, and recommendations for presentation at each meeting of the 5M9 Cabinet.

**12. FINANCE AND BUDGET COMMITTEE**

Finance Function

1. Composition of the Committee shall consist of 2 PDG’s, incoming District Governor, 1st & 2nd Vice District Governor, Treasurer and Audit Committee Chair.

2. Objective – The purpose of the committee is to assist the incoming District Governor in preparing a budget for his/her year.

3. Requisite – The committee must familiarize itself with the districts finance and accounting policies and procedures.

4. Duties

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

b. Reviews quarterly forecasts of year end financials results that reflect known events that may influence revenue or expenses.

c. Reviews financial statements and other financial information provided by the District Treasurer.

d. Reviews and advise the District Governor and Cabinet in respect to: investment policies; performance of investments and, where appropriate, significant investment transactions.

e. Periodically reviews all financial policies.

f. Annually review and approve the Form 990 prior to filing.

4. Meetings – The committee meets in person or on line quarterly or as directed by the District Governor.

5. Reporting – The committee prepares a preliminary budget, and recommendations for presentation at the first cabinet meeting and a final budget at the second district cabinet meeting.

**13. LEADERSHIP DEVELOPMENT COMMITTEE**

1. Composition will be the GLT Team along with the GAT Team, Chaired by the GLT Coordinator.

2. Objective – To achieve excellence in Lions Leadership Development through quality learning opportunities.

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

4. Duties

a. Review and recommend leadership development programs in conjunction with the professional staff of Lions Clubs International.

b. Assist with development of leadership development materials – whether in-person training or online learning for use at district, zone and club level.

c. Provide guidance and assistance with implementation and quality control of leadership development programs.

d. Provide sessions at the Mid-Winter convention, Fall Conference and Spring Conference for the development and leadership of Lions at the district, zone and club level.

e. Provide guidance on development and delivery of leadership development curriculum for members at all levels of the district.

5. Meetings – The committee meets in person or on line quarterly or as directed by the District Governor.

6. Reporting – The committee prepares a progress report, plans, and recommendations for presentation at each meeting of the cabinet on current district goals.

**14. LONG RANGE PLANNING COMMITTEE**

1. Objective – To determine, by thorough and systematic studies, long-range issues affecting district operations and long-term strategic planning issues, and to make recommendations for Cabinet action to meet the same.

2. Requisite – Study, review and gain working knowledge of all district operations, and strategic plans – past, current and prospective – at all levels.

3. Committee Structure – Each District Governor, by and with approval of his/her respective cabinet, to compose the Long Range Planning Committee of: immediate past District Governor; first and second vice District Governors; one Past District Governor; one Past/Present Zone Chair; and one Past/Present Club President, with the second Vice District Governor serving as chairperson.

4. Duties

a. Study, long range administrative operations and/or strategic issues.

b. Based on own studies and experiences, determine, within committee, new substantive long-range challenges, needs and desires of clubs, districts, etc.

c. Prepare Long Range Planning Report for the General Business Meeting at the Mid-Winter Convention.

d. Prepare general recommendations and implementation of specific action items.

e. Advise and Consult with the Service Activities Committee on the planning process for selection of Lions major service commitments.

5. Strategic Plan – Principles, process, and purpose – The Cabinet shall adopt and update annually a long range strategic plan directed at improving major facets of the districts operations and programs.

a. The plan shall provide clear direction for the district, future officers and cabinet.

 b. The plan shall be flexible and adaptable to the districts changing needs and expectations.

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

d. The District Governor and/or cabinet may recommend to the Long Range Planning Committee the inclusion of new objectives to address existing strategic issues, as well as the adoption of new strategic issues.

e. The review and development cycle of the plan’s strategic issues shall be every 5 years, with objectives and outcomes updated annually.

9. Meetings – Meetings of the Long Range Planning Committee may be held at such place and at such time as shall be approved by the District Governor. Generally, the committee will meet in-person once a year prior to the mid-winter convention, with any additional electronic or in-person meetings as required authorized by the District Governor.

10. Reports – Committee gives a formal report of areas of study and long-term strategic plan updates at the mid-winter convention cabinet and general business meetings.

**15. MEMBERSHIP DEVELOPMENT COMMITTEE**

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

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

3. Members – District Global Membership Team Coordinator, New Club Development Team Coordinator, Global Membership Approach Champion, 2nd Vice District Governor, Zone Chairs and members of the GMT Team, New Club Development team and GMA Team. Chaired by the GMT Coordinator.

4. Duties

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

(1) Political attachment and philosophy.

(2) Practical effect of location or area under consideration with respect to provision of services by a sponsoring club, district officer, coordinating Lion or the International Headquarters. .

(3) Prospects of area for future growth (clubs and membership) by reason of population, etc.

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

(1) Metropolitan areas

(2) Rural areas

(3) Subdivisions

(4) Additional clubs in areas of existing clubs

(5) Institutions of higher learning

(6) Shopping centers or malls

(7) Corporations

(8) Other potential areas of extension

c. Study conduct of our extension program in light of sound management practices:

(1) Periodically review overall extension program to determine:

Whether new clubs operate on sound basis by conducting:

• Good club meetings

• A major service activity

• A major fundraising activity

• A good membership development and retention program

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

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

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

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

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

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

 e. Study districts’ long range membership proposals and reports the findings and recommendations to the District Governor and Cabinet.

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

6. Meeting – Meets quarterly in-person or electronic means or when approved by District Governor.

**16. COMMUNICATIONS TEAM**

1. Team will consist of the Newsletter editor, Technology/Website master, PR person and any appointed members by the District Governor.

a. Newsletter, Technology/Website and Public Relations (PR)

2. Objective – To enhance our association’s brand and deliver messaging to members and the public that informs, motivates, and drives them to action. Our goals include increasing public awareness of our district by enhancing the brand of service, supporting membership growth, retention, and value.

3. Duties

a. Evaluate the newsletter and website and recommend any changes to the District Governor and Cabinet.

b. Originate and suggest marketing ideas, projects and policies to the District Governor and Cabinet.

c. Evaluate proposals, ideas and opinions on the newsletter, website and public relations from individuals, clubs, district officers, etc. If any ideas are deemed feasible, recommend their adaptation for use by the district.

4. Review the budgets of the newsletter, website and PR on a yearly basis and provide input and recommendations to align with the financial goals of the district.

5. Review all PR Grant applications to see if the clubs or district qualify and report to the District Governor and Cabinet.

*5M9 NEWSLETTER*

a. It shall be the official publication of District 5M9 and used to distribute information to the Lions and Leo clubs on a monthly basis. An electronic copy shall be sent to all Lions members via email and/or any bulk electronic system approved by the Cabinet. This will include each member of the District Cabinet as well as to all PDG’s in 5M9, District Governors of MD5M along with one to the MD5M Executive Secretary.

b. Any Correspondence, Flyers or other information received from outside the district must be approved by the District Governor before publication in the 5M9 Newsletter.

*5M9 WEBSITE*

a. It shall be the official Website of District 5M9 and used to distribute information to the Lions and Leo clubs on a monthly basis. Review and make approval decisions on information to be posted on the website as soon as possible but no later than 14 days in which the information was received.

b. Any Correspondence, Flyers or other information received from outside the district must be approved by the District Governor before being placed on the 5M9 Website.

6. Reporting – The Newsletter and Technology/Website will prepare a report of progress, plans and recommendations for presentation at each meeting of the 5M9 Cabinet.

**17. SERVICE ACTIVITIES COMMITTEE**

1.Committee will be the GST Team along with the GAT Team, Chaired by the GST Coordinator

2. Objective – To formulate and recommend for cabinet approval policy governing all LCI & District service programs through which Lions provide services to beneficiaries in their communities or around the world.

3. Requisite – The committee should familiarize itself with District policy statements on:

a. The global causes (diabetes, environment, hunger, and vision and childhood cancer)

b. Service activities and ideas.

4. Duties

a. The committee studies and recommends general directions for LCI service programs and initiatives considered appropriate for clubs and the district.

b. The committee recommends general norms to be observed in administering these LCI service programs and initiatives. Such norms should be characterized by sensitivity to the diverse cultures and traditions of Lionism.

c. Before formally recommending the adoption of a new LCI service program or initiative, the committee, will determine its feasibility, propriety and timeliness. If adopted by the district, the committee will recommend procedures for implementation of the LCI service program. The committee, however, should determine whether or not a probationary period should be established during which a new LCI service program will be observed and analyzed by and the results evaluated by the committee.

d. The committee may provide recommendations and/or advice to the Long Range Planning Committee.

5. Meetings – The committee meets quarterly in person or by electronic means or as directed by the District Governor.

6. Reporting – The committee prepares and submits a report on the status and progress of global service projects being performed by the clubs and district at the cabinet meetings.

**18. ZONE CHAIRPERSON**.

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

1. Further the Purposes of this association.

2. Serve as chairperson of the District Governor’s Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.

a. Endeavor to include the GMA District Champion, GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor’s Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.

3. Make a report of each District Governor’s Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMA District Champion, GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.

a. Promote the Club Quality Initiative to the clubs within the zone.

b. In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.

c. In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.

d. In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.

e. In coordination with the GMA district champion, play an active role in promoting the GMA process to all clubs in the zone.

4. Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.

5. Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.

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

m. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.

6. Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).

a. Perform such other functions and acts as may be required of him/her by directives of the District Governor and the 5M9 Cabinet.

7. The term of a zone chair will be up to three (3) one year terms consecutively. A PDG is not eligible to serve as a zone chair. (a PDG may assume the position until such time as a zone chair can be found). To qualify to be a zone chair the Lion must be or have served as a club president.

**19. CABINET MEETINGS**

1. Minutes – Cabinet Meetings:

a. Record: All Cabinet meeting minutes shall be recorded by the district secretary.

(1) Full Text

The Cabinet Secretary shall distribute, by electronic or other suitable means, copies of the complete minutes of the Cabinet meetings to members of the cabinet and past district governors.

2. Reports:

a. Cabinet Committee chair Reports:

 I. Committee reports shall be printed exactly in the manner they are filed with the secretary;

 II. Reports shall be inserted in the printed minutes at the point where the minutes show they were read.

 III. The original report shall be filed with the secretary.

 IV. Committee reports shall be sent to the District Secretary by electronic or other suitable means or

 mail a copy of their Report ten (10) days prior to each respective Cabinet meeting.

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

4. Attendance – Non-Members: At meetings of the Cabinet, the Governor may invite guests such as past international presidents, past international directors, members of the council of governors, mid-winter convention committee members, local Lions, local dignitaries, spouses, companions, and family members to attend the session of the Cabinet meeting as observers.

**20. OBLIGATIONS OF CHARTERED CLUBS**

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

a. To hold regularly scheduled meetings or events.

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

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

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

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

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

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

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

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

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

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

l. To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure determined by the International Board of Directors. Effective June 16, 2021 Chapter V Page 2

2. Classifications

Good Standing

A club in good standing is one:

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

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

c. Which has:

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

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

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

3. Status Quo

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

• Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation

 • Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings or events regularly, or failure to report membership for three or more consecutive months.

• The club is non-existing or fictitious

• The club has asked to disband or participate in a club merger.

• Clubs may be placed in status quo utilizing multiple categories and may include clubs that were previously cancelled for other reasons.

1. Failure to comply with the purposes of the association: When a club or its members are reported to have committed a serious action such as, but not limited to, the filing of Effective June 16, 2021 Chapter V Page 3 litigation or failure to solve club disputes the club may be placed immediately in status quo.

a. While in status quo, the club cannot:

(1) Conduct service activities

(2) Conduct fund-raising activities

(3) Participate in district, multiple district, or international functions or seminars

(4) Participate in any voting procedures outside of the club

(5) Endorse or nominate a candidate for district, multiple district and international office

(6) Submit the Monthly Membership Report and other report forms

(7) Sponsor a Lions club, or organize a Leo club.

b. In order for a status quo club to regain the status of good standing, the club must:

(1) Correct the reason for which the club was placed in status quo

(2) Pay all outstanding balances in the district, multiple district and international accounts

(3) Submit a completed Reactivation Report to report membership and leadership changes if needed

(4) The recommendation to release a status quo club shall be made at any time of the year

4 Cancellation

When the infraction is severe and club cancellation is in the best interest of the association, a charter may be cancelled at the request of the Executive Administrator or his or her designee in consultation with the Legal Division.

a. Failure to fulfill any obligations of a chartered Lions club, which may include, but not limited to, failure to hold club meetings or events regularly, failure to report membership for three or more consecutive months; failure to pay district or multiple district dues or any other such obligation as noted of this chapter or as noted in the International Constitution and By-Laws. Requests for placement into status quo for failure to fulfill the obligations of a Lions Club are made by the district governor with the approval of the first vice district governor and the zone chairperson. Sufficient documentation demonstrating that the club is not in compliance with the International Constitution and By-laws or Board Policy and the actions taken by the DG Team to encourage compliance is required to be submitted along with the request. Requests must be received 90 days or more prior to the district and/or multiple district conventions. The club will be placed in status quo once there is significant documentation that the club is not complying with the International Constitution and By-Laws. Effective June 16, 2021 Chapter V Page 4

While in status quo, the club cannot:

a. Conduct service activities;

b. Conduct fund-raising activities;

c. Participate in district, multiple district, or international functions or seminars;

d. Participate in any voting procedures outside of the club;

e. Endorse or nominate a candidate for district, multiple district and international office;

f. Reporting membership via official methods;

g. Sponsor a Lions club, or organize a Leo club.

Every effort should be made to assist status quo clubs before charter cancellation.

The following procedures are to be followed to give assistance and support to status quo clubs:

(1) When a Lions club is placed in status quo for failure to comply with the obligations of a club, the District Governor Team or the Coordinating Lion, shall start working with the club immediately toward its release from status quo. The District Governor Team must keep the district governor informed about the progress of the status quo clubs in the zone.

(2) If helpful, the district governor may assign a Certified Guiding Lion to help bring the club back into good standing. The Certified Guiding Lion must have the approval of both the club and the DG Team.

(3) The district governor or the Coordinating Lion must review the progress and inform LCI headquarters in writing of the progress made or the recommendation of cancellation.

c. In order for a status quo club to regain the status of good standing, the club must:

(1) Correct the reason for which the club was placed in status quo;

(2) Pay all outstanding balances in the district, multiple district and international accounts;

(3) Submit a completed Reactivation Report to report membership or leadership changes if needed;

(4) The recommendation to release a status quo club shall be made at any time of the year;

(5) Once reinstated, the club will have the ability to revise the club membership roster and officer records.

4. Cancellation

Clubs that do not show improvement or make an adequate attempt to comply with the International Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine if the club should be cancelled, remain in status quo or regain good standing or active status. Effective June 16, 2021 Chapter V Page 5

5. Disbanding or club merger

When a Lions club notifies International Headquarters it is disbanding or merging with another club and the district governor supports the action and no other options seem viable, the club charter will be automatically cancelled.

6. Rescinding Cancellation

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. All previous dues must be paid. The district governor or the coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Requests for reactivation that are received less than 90 days prior to a district or multiple district convention may be held until the close of the convention.

7. Priority Club Designation

Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the clubs rights or obligations and is designed to provide support to clubs that need additional attention. Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated. The district governor may request priority designation for five additional clubs. To request priority designation for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the district governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the club. The plan must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. These clubs must continue to pay dues and fulfill the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these clubs may lose their priority designation. A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five additional clubs may be given a priority designation with the approval of the District and Club Service Committee. Effective June 16, 2021 Chapter V Page 7

8. Club Awards

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

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

a. Is offered upon the recommendation of the governor or district governor team member, with the approval of the district governor, by submitting a completed Club Rebuilding Award Nomination Form. The award cannot be awarded to the district governor. One award may be given for each club rebuilt. Effective June 16, 2021 Chapter V Page 9

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

c. For a club not yet cancelled, suspended or in status quo, the award is conferred when the Lion helps rebuild a club of less than 15 and the club achieves an active club membership of 20 within the fiscal year. The club must be in good standing for 12 months, have initiated a new service project, filed monthly membership reports for 12 consecutive months and paid the club account in full to be conferred.

d. For a club that is already cancelled, suspended or in status quo, the award is conferred after the club is reactivated and has a minimum of 20 members. The club must be in good standing for 12 months, have initiated a new service project, filed monthly membership reports for 12 consecutive months and paid the club account in full to be conferred.

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

9. Merger

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

1. The clubs considering a merger are to conduct a joint meeting to decide the following matters:

a. Which one of the clubs is to be cancelled?

b. Whether the name of the remaining club will be revised, and if so, determine an appropriate name. The revised name is to be approved by the district cabinet and the District and Club Administration Division of Lions Clubs International.

c. Whether the officers and committees of the remaining club will complete the term of office or new officers will be elected after approval of the merger. If an election will be conducted, set the location, date and time for the election and forward the results to the district governor and international office. Effective June 16, 2021 Chapter V Page 10

d. Adopt a resolution selecting the location, date and time for the board and general meetings or events of the remaining club after the merger is completed. Adopt a resolution for a continuation of charter date of one resolution of the clubs.

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

3. The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merge:

a. Pay all outstanding obligations.

 b. Transfer any funds remaining in the administration and activities accounts to the appropriate accounts maintained by the remaining club.

c. Dispose of all club property in an appropriate manner.

d. File its closing Monthly Membership Report with the international office listing the members transferring to the remaining club.

e. Turn its charter over to the district governor.

4. The club remaining forwards the following documents and materials to the District and Club Administration Division at the international office.

a. A copy of the merger resolution adopted by each club.

b. A copy of the district cabinet resolution approving the merger.

c. A Monthly Membership Report listing as transfer members the members from the merged club(s).

d. The Merger Request Form.

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

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

10. Club Name Change

1. For a Lions club to change its name, the following information must be submitted to the District and Club Administration Division, International Headquarters: Effective June 16, 2021 Chapter V Page 11

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

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

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

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

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

**21. GUIDING LION PROGRAM**

The Guiding Lion program is designed to assist newly chartered and established clubs.

1. Appointment for Newly Chartered Clubs. The appointment of an experienced Lion is required prior to the chartering of a new club.

a. The appointment is based upon the recommendations of the district governor, and the sponsoring club president and is reported on the Lions Club Charter Application.

b. The two-year appointment begins on the charter approval date.

c. The Guiding Lion cannot be a member of the newly organized club nor the current district governor. This Lion is provided with a Guiding Lion Pin during the charter ceremony to recognize his or her position

d. Up to two guiding Lions may be appointed if needed.

2. Appointment for Established Lions Clubs

a. All clubs may benefit from the support of a guiding Lion.

b. The appointment is based upon the recommendations of the district governor in consultation with the club president and is reported to the District and Club Administration Division.

c. The two-year appointment begins on the date the appointment is reported.

d. The Guiding Lion cannot be a member of the assigned club nor the current district governor.

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e. This Lion is provided with a Guiding Lion Pin to recognize his or her position.

3. Guiding Lion Responsibilities

a. Attend most club meetings, both general and board meetings.

b. Provide a training course for club officers and members with support provided by the district.

c. Ensure that the club is active in service and fundraising projects and supports LCIF initiatives.

d. Ensure ongoing membership growth.

e. Involve club officers and members in district and multiple district activities.

f. Ensure that the club is in good standing with Lions Clubs International.

g. Ensure that the club routinely submits membership and activity reports and reports new club officers in a timely manner.

h. Submit quarterly report to Lions Clubs International Headquarters and the district governor.

i. No guiding Lion may be assigned to more than two clubs at any point in time.

4. Certification.

Guiding Lions are encouraged to become certified by successfully passing the Certified Guiding Lion course prior to appointment. To maintain certification, Certified Guiding Lions must recertify every three years.

5. Presidential Certified Guiding Lion Award.

a. Guiding Lions who complete the Certified Guiding Lion course and served successfully as a Guiding Lion for two years, as outlined in the Certified Guiding Lion Program, may apply for the award. The award will be forwarded to the new club president for appropriate presentation.

6. Replacing a Guiding Lion. If a replacement of a guiding Lion becomes necessary, a successor shall be appointed by the current district governor with the approval of the assigned club president. 7. Travel and Expenses. The General Reimbursement Policy will apply.

**22. CODE OF ETHICS**

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

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

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

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

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

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

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

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

**23.** **ETHICAL STANDARDS AND** **CONDUCT**

1. District Governor

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your fellow District Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by our core values that serve as the foundation for our Ethical Standards: Commitment to SERVICE We are responsive to the needs of Lions. We seek to understand their priorities, values and needs, and to empower their service. We are committed to our shared goal of community and humanitarian service. Effective June 16, 2021 Chapter VI Page 5

Dedication to EXCELLENCE

We are passionate about the causes Lions serve and the quality of our work. We go beyond what is expected, striving for excellence and continuous improvement in all we do. Appreciation for DIVERSITY We create and foster a spirit of understanding among the people of the world, knowing that diversity is our strength. We appreciate individual and cultural differences, and we embrace the experiences and talents of others because together we are more.

Dynamic COLLABORATION

We work as a team to improve the quality and relevance of our programs and initiatives. We welcome and encourage the participation of Lions, partners and colleagues, solving problems and meeting challenges together.

Personal and Professional INTEGRITY

We promote and live by the principles of good citizenship. We are dependable, honest and trustworthy professionals who are accountable for our actions and their results.

Spirit of INNOVATION

We evolve to meet the changing needs of those we serve, embracing an environment of growth and creativity. We rigorously test and optimize new ideas, and encourage the adoption of best practices globally. Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association’s Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the District Governor Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of the International Board of Directors, the Executive Officers, or the Administrative Officers of the association. The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they Effective June 16, 2021 Chapter VI Page 6 are not all inclusive, your good and best judgment is essential in doing the “right” and ethical thing. Please join us in continuing Lions Clubs’ tradition of honest and ethical practices in serving millions of people in need.

4. Club Officer

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your fellow club officers, your District Governor, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by our core values that serve as the foundation for our Ethical Standards:

Commitment to SERVICE

We are responsive to the needs of Lions. We seek to understand their priorities, values and needs, and to empower their service.

We are committed to our shared goal of community and humanitarian service.

Dedication to EXCELLENCE

We are passionate about the causes Lions serve and the quality of our work. We go beyond what is expected, striving for excellence and continuous improvement in all we do.

Appreciation for DIVERSITY

We create and foster a spirit of understanding among the people of the world, knowing that diversity is our strength.

We appreciate individual and cultural differences, and we embrace the experiences and talents of others because together we are more.

Dynamic COLLABORATION

We work as a team to improve the quality and relevance of our programs and initiatives. We welcome and encourage the participation of Lions, partners and colleagues, solving problems and meeting challenges together.

Personal and Professional INTEGRITY

We promote and live by the principles of good citizenship. We are dependable, honest and trustworthy professionals who are accountable for our actions and their results.

Spirit of INNOVATION

We evolve to meet the changing needs of those we serve, embracing an environment of growth and creativity. We rigorously test and optimize new ideas, and encourage the adoption of best practices globally. Effective June 16, 2021 Chapter VI Page 7

Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association’s Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the Club Officer Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of your District Governor, the International Board of Directors, the Executive Officers, or the Administrative Officers of the association. The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, your good and best judgment is essential in doing the “right” and ethical thing. Please join us in continuing Lions Clubs’ tradition of honest and ethical practices in serving millions of people in need.

**24. OFFICIAL LIONS FLAG**

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

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

**25. NEW CLUB CRITERIA**

1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly, which has been duly organized and has elected officers. Such application shall be submitted to the International Office of the association, 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. Effective January 1, 2018, all charter applications shall be submitted through MyLCI.

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

a. Completed official application for charter.

b. The names of a minimum of twenty (20) charter members, 75% of whom reside or work within the multiple district, unless otherwise approved by the Membership Development Committee, and are new Lions, except in the case of friendly separation of a large existing club.

c. Confirmation of full payments of charter fees - The charter fee shall be US$35.00. Lions in good standing, transferring from an active Lions club shall pay a US$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.

(1) No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.

(2) In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.

(3) A US$100 processing fee shall be assessed for club charter applications not approved by LCI. Effective June 16, 2021 Chapter X Page 2

3. Charter Members

All members joining a Lions club within 90 days after the charter approval date will be considered charter members, provided that charter members are reported to LCI within the 90 day period and fees are paid promptly. Clubs with outstanding dues and fees will follow the existing suspension policy.

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.

b. A sponsoring club may be assisted by up to two 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.

c. The first club in a new geographical area shall be sponsored by a Lions club and/or its district. Each additional club may be sponsored by Lions clubs from the initial sponsoring district, as well as by Lions clubs from another district with the stipulation that said sponsoring clubs acknowledge their full responsibility for sponsorship, including assignment of qualified Guiding Lions, until the undistricted area is formed into a provisional district. Under special circumstances, as determined by the board of directors or the members of the Executive Committee, the sponsoring club may be designated from an undistricted territory. The criteria for the approval of a new club under these special circumstances shall be any of:

 (1) When no other existing districted Lions club is in close geographical proximity to the proposed club.

 (2) When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.

(3) When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.

(4) When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.

c. An embroidered Lions emblem surrounded by the words “New Club Sponsor,” which may be mounted on the official club banner, will be presented to the sponsoring club. Effective June 16, 2021 Chapter X Page 3

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 unless authorized by vote of the Membership Development Committee.

b. The “distinguishing designation” for clubs located in the same “municipality” or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.

c. The term “Host Club” shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.

d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.

e. No Lions club may add “International” as a distinguishing designation to its name.

f. The term “Leo” may be added as a distinguishing designation to the name of a Lions club.

g. When including a company name in naming of a Lions club, a letter or document demonstrating that the company has authorized the use of its corporate name in connection with the naming of the club must be provided (for example, a letter from a corporate representative on company letterhead) prior to approving the name of a club that includes a company name.

 6. Club Boundaries

The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and by-laws, where the club is located. Effective June 16, 2021 Chapter X Page 4

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

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

11. Ensuring Viable New Clubs

a. A district that charters ten or more new clubs in a fiscal year will require additional approval through either the first vice district governor, second vice district governor, or the Global Action Team GMT Area Leader/Special Area Advisor. Payment of one-half the annual international dues shall be required prior to the approval of the charter.

b. A district is allowed to charter only three new campus clubs with a total of 100 student charter members in a fiscal year. Any additional campus clubs or student charter members will need the approval of the Membership Development Committee. For chartering purposes, a campus club is defined as having 5 or more student charter members.

c. All districts where Lions Clubs International has identified a prior misapplication of the student membership program, and that have more than 5% of their total membership comprised of student members will be impacted as follows: Effective June 16, 2021 Chapter X Page 5

(1) All campus clubs in that district will be placed in status quo pending a review of the validity of student members, immediately after 45 days of the date of the communication informing them of this review.

(2) All traditional clubs in that district that have 25% or more student members will be placed in status quo pending a review of the validity of student members, immediately after 45 days of the date of the communication informing them of this review.

**26. Branch Clubs**

1. Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch would meet as a subsidiary with a branch president, secretary and treasurer serving as elected officers. These three individuals, along with the branch liaison, make up the executive committee of the branch.

a. Club branches must follow the club name guidelines for new Lions clubs set forth in board policy.

b. The names of a minimum of five branch members are required to form a club branch.

c. The members of the branch would be encouraged to meet two or more times each month.

d. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.

e. The branch members shall elect a president who shall serve on the parent clubs board of directors and would be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.

f. International, Multiple District and District dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.

g. Branches must be located in the same district (single or sub-) as the parent club except in special circumstances, with permission from the International Board of Directors, Membership Development Committee. Effective June 16, 2021 Chapter X Page 6 h. In special circumstances, with permission from the International Board of Directors, Membership Development Committee, branches may be formed in communities/areas not currently served by a Lions club.

h. Community shall be defined as an interacting population of various individuals in a common location.

i. The parent club must notify the district governor of the formation of the proposed branch.

j. A branch may be dissolved by a majority vote of the entire membership of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.

k. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

2. Protest of a Club Branch

a. By an Established Club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.

b. By a District Governor: The district governor may request that the International Board of Directors review the development of a branch.

**27. CLUB PROTEST COMPLAINT PROCEDURE**

It is the intent of Lions Clubs International to encourage the development of new Lions Clubs. However, it is recognized that in very limited instances circumstances may exist that may have adverse impact and/or limit formation of a new club.

The following rules of procedure shall apply for hearing complaints concerning the proposed charter of a new Lions Club:

A complaint will not be considered if the club was formed through a Lions Clubs International extension initiative, new club development program or for reasons that do not comply with International Board policy as determined by the Membership & New Club Operations Department in consultation with the Legal division. The reasons may include, but are not limited to the following:

a. Territorial Disputes – no club may claim exclusive rights to a specific territory;

b. Name Restrictions – no club may protest the name of a new club, unless the name does not comply with current board policy;

c. Boundary Restriction – no club may restrict the territory of a new club;

d. Approval Restrictions – it is intended that Effective June 16, 2021 Chapter X Page 7 existing clubs encourage and mentor new Lions club, but they are not required to approve a new club.

 Document Distribution Guidelines:

The party/parties to the complaint shall deliver all documents and related copies to the manager, Membership & New Club Operations, for distribution to the members of the Membership Development Committee and the International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual directors, or to parties other than those listed in this procedure.

1. Complaint

a. May be filed only by an established club whose charter area is directly affected (i.e., the proposed boundaries are within the boundaries of the protesting club) or by the district governor of the district where the proposed club is to be chartered. A complaint may not be filed by an individual member.

By a Club: The written complaint must be approved at a general membership meeting of the club and must first be filed with the district governor and the council chairperson with a copy to the manager, Membership & New Club Operations, prior to the approval of the club’s charter. If the district governor and/or the council chairperson cannot resolve the problem within ten (10) days from the date the complaint is received by the Membership & New Club Operations, the governor and/or the council chairperson shall send their recommended solution to the Membership & New Club Operations.

By a District Governor: If the district governor refuses to sign a proposed charter application, he or she may file a complaint pursuant to this procedure by filing a recommendation and reasons for not signing for approval in writing, which must be received at headquarters within thirty days (30) days from the date of the application submittal. The governor must comply with the present policy or forfeit the right of complaint.

b. A complaint, signed by a club officer or district governor, stating the reasons for the protest and demonstrating why the proposed club will not be viable or will adversely affect a present club’s existence must be received by mail, E-mail, fax, or other writing at the International Headquarters prior to the proposed new club’s charter date.

c. Must conform to the format in Section C below. d. Must be accompanied by US$500.00 filing fee, or its equivalent in the respective national currency, which is refunded in the event the international board finds in favor of the complainant. Effective June 16, 2021 Chapter X Page 8 e. Copy of the complaint must be forwarded by complainant at the same time and by the same method of communication to the council chairperson, district governor, manager, Membership & New Club Operations, and/or party/parties complained of. Upon receipt of any such complaint, the manager, Membership & New Club Operations, where feasible, may furnish by airmail a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the complaint to the party/parties by the complaining party shall be produced upon request.

2. Response:

Response to the complaint must originate from party/parties immediately involved only and shall conform to the format provided in Section C below and be received in its original form by mail, E-mail, or by courier service at the international office within at least thirty (30) days after receipt of complaint.

3. Format of Complaint and Response

The letter of complaint shall not exceed five (5) pages in length and shall be signed by a club officer or the district governor. No request to exceed these page limits will be granted. Exclusive of page limitations; a single cover page must contain from the top of the page:

a. The district number;

b. The name, address, e-mail address and fax number of the complaining party;

c. Name, address, e-mail address and fax number of the proposed new club; and

d. Proposed new club charter date.

e. At the close of the document submitted, the original signature of an authorized representative of the club or the district governor shall appear.

f. A complaint shall not be accepted for consideration if any document is not in compliance with these guidelines; it shall be returned indicating non-compliance. The document, however, shall be deemed timely filed provided that a proper document is substituted prior to the approval of the club under protest. The Membership Development Committee, may refuse to consider any resubmitted document not filed in accordance with these guidelines. The Membership Development Committee shall not be required to consider any complaint or response to said complaint not received in accordance with the above stated procedures or requirements. Documentation for denied charters will be returned to the listed president of the proposed new club. Charter applications may be resubmitted for approval at another time when circumstances may change. When a decision is rendered by the Membership Development Committee to accept a charter or deny approval at that time, further protest will not be considered. The decision of the Membership Development Committee is final and binding. Effective June 16, 2021 Chapter X Page 9 All protest information must be received by the Membership Division and will be considered by the Membership Development Committee throughout the year. It is important to note that any club that is received that does not have an official protest filed with Lions Clubs International may be granted a charter. 4. After July 1 of each fiscal year, pending charters dated before May 1 of the previous fiscal year will be sent to and must be reviewed by the current district governor. The district governor shall either request a check from LCI and then return the pending charter fees to the charter members of the pending club or elect to donate the pending charter fees to LCIF on behalf of the district. After July 1 of each fiscal year, pending charters dated after May 1 of the previous fiscal year will be sent to the current district governor to either approve or disapprove. If the district governor approves the club, all requested information and/or fees must be received by the Membership Programs and New Clubs Marketing Department by August 31, at which time the club will be chartered. If the pending club does not move to newly chartered status by August 31, the district governor must request a check from LCI and then return the pending charter fees to the charter members of the pending club or donate the pending charter fees to LCIF and the club will be closed. The LCI staff, in consultation with the Global Action Team GMT Area Leader, will determine where the check is to be sent.

**28. AWARDS**

1. International Extension Awards

a. The following extension awards may be earned by individual Lions. There will be 15 awards of the same design, divided into three levels as follows:

(1) For organizing one Lions club – Extension Award Level 1 (with a blue insert)

(2) For organizing two Lions clubs – Extension Award Level 2 (with a blue insert)

(3) For organizing three Lions club – Extension Award Level 3 (with a blue insert)

(4) For organizing four Lions clubs – Extension Award Level 4 (with a blue insert)

(5) For organizing five Lions clubs – Extension Award Level 5 (with a blue insert)

(6) For organizing ten Lions clubs – Extension Award Level 6 (with a purple insert)

(7) For organizing fifteen Lions clubs – Extension Award Level 7 (with a purple insert)

(8) For organizing twenty Lions clubs – Extension Award Level 8 (with a purple insert)

(9) For organizing twenty-five Lions clubs – Extension Award Level 9 (with a purple insert)

(10) For organizing thirty Lions clubs – Extension Award Level 10 (with a purple insert) Effective June 16, 2021 Chapter X Page 10

(11) For organizing forty Lions clubs – Extension Award Level 11 (with a gold insert)

(12) For organizing fifty Lions clubs – Extension Award Level 12 (with a gold insert)

(13) For organizing seventy-five Lions clubs – Extension Award Level 13 (with a gold insert)

(14) For organizing one hundred Lions clubs – Extension Award Level 14 (with a gold insert)

(15) For organizing one hundred fifty Lions clubs – Extension Award Level 15 (with a gold insert) Lions earning the award on or after July 1, 2013 shall receive the revised awards. They shall not be presented retroactively.

b. No more than two extension awards shall be given for the organization of any club. Said awards will be presented to the two Lions making the greatest contribution toward the organization effort as determined by the district governor. Extension award recipients cannot be from the club being organized unless they are active transfer members or former members of Lions clubs or Lioness clubs. Selections shall be reported to the international office by the district governor. In districts without a district governor, the organizer(s) named on the application for Lions club charter will determine the recipients of the extension award.

c. Extension awards shall be sent to the governor for presentation along with the club charter. Extension awards shall be presented after a club has been chartered for a year and a day. The extension award will be sent to the district governor for presentation to club organizer(s).

d. A maximum time limit of six months after the charter approval date of a new club shall be allowed for the request of an extension award.

e. Neither a district governor in office nor an employee of Lions Clubs International may receive an international extension award.

f. A personal letter from the president of the association shall be sent to every Lion who organizes a new club.

2. District Governor Extension Award

a. Awards will be presented to governors according to the International President’s Program. The District Governor award for new club formation will be issued to the Immediate Past District Governor after June 1 following their fiscal year. The award would indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.

b. For recording purposes, completed new club applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20 will be credited to that current fiscal year’s annual records, with Effective June 16, 2021 Chapter X Page 11 corresponding extension awards also credited to the eligible club, district and international officers in office that year.

**29. INVESTMENT OF DISTRICT FUNDS**

Investment decisions of the District shall be based upon Cabinet approval and carried out by the District Treasurer.

Approvals required for making investment decisions, other than those stated in the investment policy statements, are as follows:

1. The District Cabinet shall approve changes to investment policy, including asset allocations.

3. Transfer of funds to/from operating cash management accounts from/to investments accounts shall be executed by the District Treasurer as needed with the approval of the District Governor.

**30. COMMITMENTS AND SIGNATURE AUTHORITY**

Financial Commitments in Name of District 5M9

There is to be no financial commitment made in the name of the District 5M9 or any expense incurred for reimbursement by the District 5M9 that is not provided for in the rules or budget approved by the District 5M9 Cabinet.

**31. AUTHORIZED PERSONS.**

The names and genuine signatures, manual or facsimile, of the authorized persons are as follows:

District Governor

District Treasurer

1st Vice District Governor

**32. LEADERSHIP DEVELOPMENT** **PROGRAM**

1. Composition will include the GLT Team and the GAT Team, GLT Coordinator will be the chair.

2. Mission Statement

Achieve excellence in Lions Leadership Development through quality learning opportunities.

 3. Goals

a. Enhance service impact and focus

b. Reshape public opinion and improve visibility

c. Pursue club, district and organizational excellence

d. Improve membership value and reach new markets

4. Program Objectives

a. Set strategy and evaluate results to ensure effectiveness and inclusivity of cultural differences.

b. Obtain maximum participation in District 5M9 in Leadership Development programs, using high-quality, challenging and relevant criteria and the utilization of cutting-edge technology.

c. Inspire and motivate Lions to pursue leadership skills and responsibilities that can be implemented within Lions Clubs International at all levels, their employment, and personal lives.

d. Develop Lions who are able to design, organize, promote, and conduct effective leadership development programs and provide ongoing consultation and support to their fellow Lions.

**33. CLUB OFFICER ORIENTATION**

District 5M9 shall conduct a club officer’s orientation program annually prior to July 1 according to the policy and procedures established by the International Board of Directors.

**34. ONGOING LEADERSHIP DEVELOPMENT PROGRAMS**

**Advanced Lions Leadership Institute**

a. The purpose of the Advanced Lions Leadership Institute is to provide Lions an opportunity to enhance critical skills in preparation for leadership responsibilities at the zone, region and district levels.

b. Qualified candidates for Advanced Lions Leadership Institutes are Lions who have completed a successful term as club president, but have not yet attained the position of first vice district governor. Current club presidents may be considered on a space available basis.

**Faculty Development Institute**

a. The purpose of the Faculty Development Institute is to increase the number of quality instructors within Lions Clubs International while enhancing the skills of experienced Lions faculty.

b. Qualified candidates for Faculty Development Institutes are Lions with some experience in training and a keen interest in contributing as faculty to high quality leadership development training in their area. Qualified district governors will be considered for participation on a space available basis only.

c. Lions participating in this three day course will be required to conduct a training event within 6 (six) months of the institute, in order to be considered a graduate of the Faculty Development Institute program.

**Emerging Lions Leadership Institute**

a. The purpose of the Emerging Lions Leadership Institute is to build the skills of Lions members for leadership opportunities at the club level, including the position of club president.

b. Qualified candidates for Emerging Lions Leadership Institutes are Lions in good standing who have successfully served on a club committee and who have not yet attained the level of club president. Charter club presidents are also eligible for this institute.

**Regional Lions Leadership Institute**

a. The purpose of the Regional Lions Leadership Institute is to provide Lions an opportunity to enhance skills in preparation for leadership responsibilities at the club, zone, region and district levels.

b. Qualified candidates for Regional Lions Leadership Institutes are Lions in good standing who want to develop leadership skills to better support multiple district or district initiatives.

**Lions Certified Instructor Program**

The purpose of the Lions Certified Instructor Program (LCIP) is to provide consistent delivery of effective training by increasing the number of qualified instructors, at all levels throughout all constitutional areas.

**35. SCHOLARSHIPS**

District 5M9 will maintain a scholarship fund to help reduce the cost of attendees to any of the above Trainings. District 5M9 will give a partial reimbursement on the registration fee to any Lion who attends any of the listed Training events.

**36. LIONS CLUBS INTERNATIONAL TRADEMARK POLICIES**

1. GENERAL TRADEMARK POLICIES.

As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, suband multiple, hereinafter referred as “districts”), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world. The association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.

a. Definition of “TRADEMARKS.”

Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Leo, Lions Clubs, Lions International or Lions Clubs International.

b. Emblem of Association.

The emblem of this association and each chartered club and district (single, sub- and multiple) shall be of a design as set forth below. Each club and district (single, sub- and multiple) shall only use the official emblem of the association without alteration.



c. Trademark Registrations.

The association’s trademarks are registered and managed by the Legal Division of Lions Clubs International. No Lions district (single, sub- or multiple), club or member may register Lions trademarks.

 d. LEO Clubs, or Other Official Association Programs: Lions clubs and districts are automatically granted permission and license to use the association trademarks in connection with sponsorship of Leo Clubs, Lioness Clubs, Official Contests, Youth Camps or other official association programs in accordance with the policies governing such programs, so long as said trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division or official licensees.

e. Duty to Enforce and Report Unauthorized Use. All association officers, board appointees, council chairpersons and vice district governors have a duty to agree to abide by and encourage enforcement of the association trademark policies, report any and all unauthorized use of the association trademarks to the Legal Division, and acknowledge such duty in writing annually to the Legal Division. Effective June 16, 2021 Chapter XV Page 2

f. General Standards of Quality and Content. In order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in a way that may be offensive in the relevant Lions community or in a way that may harm the reputation or the image of the association.

 2. OPERATIONS OF ASSOCIATION.

The association, its officers, directors and authorized staff may use the association trademarks in the promotion and furtherance of the association’s purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors. General operations shall include but are not limited to the International Convention, club supplies, The LION Magazine, corporate sponsorships, cooperative alliances, and all other association programs and publications. The expenses for all new trademark registrations must be budgeted by the respective division, department or program. The expenses for all trademark renewals will be the responsibility of the Legal Division

3. NON–DUES REVENUE PROGRAMS OFFERED BY THE ASSOCIATION.

The association, from time to time, may offer special non-dues revenue programs and services to all members, when feasible. Royalty income derived from the use of the association trademarks on such non-dues revenue programs will accrue to the general fund. The following products/programs shall not be offered as non-dues revenue programs by the association: Insurance products, mortgages, health products and financial services – excluding affinity credit cards.

4. AUTOMATIC LICENSE TO MEMBERS, CLUBS AND DISTRICTS.

Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of the association’s purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any goods or services to be sold or items otherwise available from the Club Supplies and Distribution Division and official licensees.

a. Printed Material. Lions members, clubs and districts are automatically granted permission and license to use the association trademarks on printed material reasonably related to club and district operations and promotion, (such as letterhead, business cards, envelopes and brochures), so long as such items are not to be sold.

b. Digital Media Authorization. Lions members, clubs and districts may use the association trademarks on their respective websites, in social media or other digital media uses and as part of domain names and personal email addresses, provided that, all such use of the association trademarks are in accordance with the policies and procedures adopted from time to time by the International Board of Directors and such use clearly identifies the member, club or district to ensure that Lions Clubs International is not identified as the source of content. Effective June 16, 2021 Chapter XV Page 3

c. Downloaded Emblems. Any reproduction of the association trademarks may be downloaded by Lions members from the official formats provided on the association’s website. These are the only trademarks that may be reproduced electronically or otherwise.

5. AUTHORIZED USE BY LIONS MEMBERS, CLUBS AND DISTRICTS**.**

In addition to the automatic permission and license as provided in this policy, Lions members, clubs and districts are authorized to use the association trademarks as provided below:

a. Use of Items Bearing the Association Trademarks. Lion’s members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For items not available through the Club Supplies and Distribution Division and official licensees, Lions clubs and districts are authorized to use, purchase, manufacture, distribute or sell items bearing the association trademarks as provided below:

(1) Automatic Permission and License For Apparel Items (Excluding Vests): For all apparel items excluding vests, Lions members and districts are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, whichever is greater, in one fiscal year. For purposes of this section, apparel items are defined as clothing such as caps, shirts and ties that one would wear to cover, protect or decorate your body.

 (2) All Other Items Requiring Approval: For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Lions members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or royalty payments as determined by the Club Supplies and Distribution Division or the Legal Division.

b. Sponsors of Club or District Projects (1) Lions clubs and districts are authorized to use the association trademarks in connection with the name and/or emblem of a sponsor of a club and/or district project as provided below, so long as the club or district name is clearly identified in all such use and such use does not conflict with the purposes of the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and: Effective June 16, 2021 Chapter XV Page 4

If the sponsor or project is a club(s) and/or one district (single or sub) project, then approval to use the association trademarks in connection with such project is automatically granted to said club(s) and/or district.

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

If the sponsor or project involves more than one multiple district, then the sponsor shall be approved by each respective multiple district council of governors and the Legal Division.

(2) An authorized Lions club and/or district sponsor may use the association trademarks on any written communication or promotional material, so long as use is done in accordance with the policies adopted from time to time by the International Board of Directors and meets the following requirements:

i. The name of Lions club and/or district responsible for the sponsorship of such project is clearly identified along with the association trademarks;

ii. Any use of the association trademarks are subject to the scope and duration of the Lions club or district project; and

iii. Upon the termination of the Lions club and/or district authorized sponsorship, authorization to use the association trademarks shall automatically terminate.

c. Lions Mobile Applications. Lions clubs and districts seeking to use the association trademarks in connection with or within mobile applications must receive prior written approval from the Marketing Division, in consultation with the Legal Division.

d. Non-Dues Revenue Programs. Lions clubs, districts, Lions-sponsored foundations, or other Lions-sponsored entities (hereinafter referred to as “sponsors”) may offer non-dues revenue programs and services within its defined boundaries, as provided below:

(1) The non-dues revenue programs or services shall not compete or otherwise conflict with an existing program, sponsored by the association, except as authorized by the International Board of Directors. Permission will be granted to use the association trademarks in connection with the sponsorship of said programs only where a similar program is not currently in existence. Effective June 16, 2021 Chapter XV Page 5

(2) Sponsors of a non-dues revenue program or service shall be required to apply for use of the association trademarks. The application shall include a resolution of support by the sponsoring district cabinet or multiple district council of governors as applicable. The association may require such other documentation as it deems necessary to consider the application.

(3) In order to receive authorization to use the association trademarks, the sponsor must agree to review all solicitation materials, including any website content, to ensure that the same are consistent with general standards of quality and content and the applicable trademark policies of the International Board of Directors. Before solicitation begins, all material including proposed website design, must be submitted to the Legal Division for approval.

(4) The sponsor must be clearly identified on the proposed solicitation materials and any other item on which the association trademarks will be printed or otherwise affixed, including, if applicable, credit cards.

 (5) The sponsor and the non-dues revenue program vendor agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the sponsor from the vendor as a royalty for use of the association trademarks. The Finance Division will communicate with each licensed sponsor at least annually to determine royalty owing to the association. Each sponsor is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.

(6) The International Board of Directors reserves the right to revoke the license to use the association trademarks upon giving notification to the sponsor and, if known, any vendor. If appropriate and feasible, any such revocation would take into consideration sponsor and vendor contract obligations. In the event the license is revoked, the vendor is required to immediately cease and desist from using the association trademarks.

(7) The sponsor and the non-dues revenue vendor shall use the mailing lists provided by the association for program solicitation purposes only and shall not duplicate or use such mailing lists, for any other purpose whatsoever. If the sponsor and/or non-dues revenue vendor use or make available the association mailing lists for any purpose other than the program, the association reserves the right to immediately revoke authorization to use the association trademarks. Such revocation will be effective immediately upon issuance of the notification to the offending party. A penalty of US$5000.00 shall be assessed against the sponsor and/or non-dues revenue vendor who uses or makes available the mailing lists for any improper purposes or duplicates such lists without authorization.

**37. USE OF FUNDS POLICY**

1. General Policy on Funds Raised from Lions Clubs Activities.

Funds raised from the public must be used for the benefit of the public and community in which the Lions Clubs serve. The International Constitution and By-Laws and Articles of Incorporation (the “governing documents”) provide that chartered Lions clubs shall be not-for-profit of the Effective June 16, 2021 Chapter XV Page 10 individual club or its individual members. Consequently, no part of the net earnings of funds raised from the public shall benefit any individual Lions member, or other private individual or entity. These policies are intended to provide guidance for clubs to meet the purposes of the International Association of Lions Clubs. Key in determining the proper use of funds is considering transparency to the public and developing trust from the community in which the Lions operate. How Lions use funds must meet the legal and tax requirements for the local jurisdiction in which they operate.

a. Definition of Public/Activity Funds. Funds raised from the public are the net earnings of income raised from activities open to the public, public contributions, bequests and money accumulated from invested public funds.

b. Definition of Administrative Funds. Administrative funds are contributions from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, incorporation fees, audit fees, newsletters, bulletins and other club and/or district operating and administrative expenses.

2. Direct Expenses of Fundraiser.

Direct Expenses of a public fundraiser may be deducted from the proceeds of the fundraiser to replenish the administrative funds used to hold the fundraiser.

3. Lions Property.

A percentage of the net proceeds from funds raised through the use of property owned by Lions clubs and districts may be used toward the operating and maintenance expenses of the property under the following guidelines.

a. Property Used for Public Purposes. Expenses for operating and maintaining the property may be paid from public funds to support the use of the property for the public.

b. Property Used for Administrative Purposes. Expenses for operating and maintaining the property must be paid from administrative funds if the use is for the benefit of the Lions. c. Mixed Use of Property. When Lions property is used for both public and administrative purposes, then a pro-rata percentage of the expenses may be paid from public funds related to the percentage of use of the property by the public. For example, a Lions Club House that is used 20% of the time for the public may use public funds to offset 20% of the expenses of maintaining and operating the property.

4. Political Activity.

As a non-partisan charitable organization, Lions Clubs and Districts (single, sub- or multiple) cannot contribute public or administrative funds to support or endorse an elected official or candidate for local, state, federal or foreign office.

**38. MEMBERSHIP**

**A.** CLASSIFICATIONS

1. Honorary Membership

a. The total number of Honorary Memberships shall not exceed 5% of the total active membership of the club; any fraction shall permit one additional Honorary Member.

b. As a guide, the minimum age limit for Honorary Membership shall be established at thirty years.

2. Life Membership

a. All applications for Life Membership shall be reviewed and qualifications confirmed by the international office for approval.

b. Life Members approved after July 1, 1980 will receive, in addition to the silver card, one Life Member tab without cost. Additional tabs can be purchased.

c. Life Membership may be revoked by order of the board of directors when due cause is shown.

3. Membership in a Lions club shall be as follows:

a. Active:

A member eligible to seek, if qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligation shall include prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. This membership category shall be included in the club delegate formula calculation.

b. Member-at-Large**:**

A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. The status shall be reviewed each six months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions but shall pay such dues as the local club may charge, which dues shall include district and international dues. This membership category shall be included in the club delegate formula calculation.

c. Honorary:

An individual, not a member of this Lions club, having performed outstanding service for the community of this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and Effective June 16, 2021 Chapter XVII Page 2 international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership. This membership category shall not be included in the club delegate formula calculation.

d. Privileged:

A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office. This membership category shall be included in the club delegate formula calculation.

e. Life Member:

Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age; may be granted Life Membership in this club upon:

(1) Recommendation of this club to the association,

(2) Payment to the association of $650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. This membership category shall be included in the club delegate formula calculation.

f. Associate Member:

A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership Report. An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office nor district, multiple district or international committee assignments through this club. International and district Effective June 16, 2021 Chapter XVII Page 3 (single, sub-, provisional, and/or multiple) dues shall not be assessed on an Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

g. Affiliate Member:

A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club’s board of directors. An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, provisional, and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge. This membership category shall be included in the club delegate formula calculation. Effective June 16, 2021 Chapter XVII Page 4

2. FAMILY MEMBERSHIP PROGRAM AND FAMILY DUES

PROVISION

1. The Family Membership Program provides families with the opportunity to join a Lions club, upon invitation, under a special family dues concession. The program is designed for either existing members who wish to invite other family members to join their club and for clubs that wish to expand their community service by involving more families from the community they serve, subject to the provisions and regulations as described below.

2. For the purpose of this program, the eligibility definition for ‘family’ shall be as follows: A family includes all members living in the same household related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and other legal dependents.

3. The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club and (3) living in the same household. New family members must be invited and approved by the clubs board of directors. Family membership is limited to five qualifying family members per household, and new clubs must have a minimum of ten full paying members. Samehousehold residency is not required for members under age 26 if they are pursuing higher education or serving in their country’s military.

4. The first family member (head of household) pays full international dues (as well as any applicable club, district or multiple district dues), and up to four qualifying family members pay half international dues. Life Members qualify as the full paying first member. All family members pay the one-time entrance fee and shall be Active Members with all rights and privileges. The designated head of household is not eligible for other dues discount programs.

5. To qualify for the family membership dues rate, existing qualifying family members shall be certified and reported as family members by the May 31 and November 30 deadline dates in order to be billed at the discounted family rate for that upcoming respective semi-annual dues billing. Subsequent family members, up to a limit of four more, who meet the Family Membership Program qualifications, shall be required to pay one half the normal international dues. Club officers reporting new family unit members to Lions Clubs International, shall certify the family relationship as well as the residence information. Clubs using the paper Monthly Membership Report form will submit the Family Unit Certification Form at the same time as the Monthly Membership Report listing the new member. Lions Clubs International will not issue credits to clubs that complete certification after the new member has been added; in these cases, the family unit billing rate will take effect with the next semi-annual dues billing.

6. In the case of newly chartered clubs, family unit certification shall be done at the time the members are added to the club either online via MyLCI or on the Report of Charter Members form. A minimum of 10 members who are paying full dues is required when utilizing the Family Membership Program to charter a new club. Effective June 16, 2021 Chapter XVII Page 6

7. Per the association’s constitution, formal membership is limited to individuals who are above the age of majority. Therefore, adolescents and minor children shall not be entitled to formal membership and not be added to the membership roster. In such cases, clubs are encouraged to sponsor Leo clubs, or organize a Cub club, for these younger family members as desired.

8. No credits will be issued to clubs that change a Lions join date in order to receive the family dues rate.

 9. To verify same household residency and other eligibility requirements, the club secretary shall complete certification for each family unit and provide a certification key code indicating the type of supporting documentation he/she reviewed for determining the family members meet the eligibility requirements. The application shall be completed using MyLCI, or submitted in paper form for clubs reporting member additions using the hard copy Monthly Membership Report.

10. Clubs that add more than 10 family members in a month shall be required to provide additional documentation to LCI confirming their eligibility for family membership, and such members will not be added to the association’s membership records until such documents have been reviewed.

11. Family member units, under the Family Membership Program, shall receive only one copy of LION Magazine.

12. Family members shall be subject to the year-and-a-day rule with respect to the club delegate formula provision.

13. Clubs determined by the association to be misapplying the Family Membership Program or misusing it to affect voting delegate strength may be required to pay full dues for all family members in the club to the point at which the misuse was found to occur. Furthermore, the association retains the right to prohibit such clubs from adding family members under the Family Membership Program for a period of two years after the infraction.

14. In cases where the family membership discount has been abused or misused in which the family membership discount has been applied to family members not living in the same household (with the exception of those members under age 26 if they are pursuing higher education or serving in their country’s military) or to non-family members, a full investigation will be conducted.

3. STUDENT MEMBER PROGRAM AND DUES PROVISION

1. The Student Member Program provides students with the opportunity to join any Lions club, including campus clubs, upon invitation, under a special student dues concession. Effective June 16, 2021 Chapter XVII Page 7 The program is designed for Campus Lions clubs and for clubs that wish to expand their humanitarian service by involving more students from the community they serve, subject to the provisions and regulations as described below.

2. The Student Member Program is open to students between the age of legal majority in the jurisdiction in which they reside and through the age of 30.

a. For the purpose of this program, the eligibility definition for “student” shall be as follows: A student is an individual enrolled in an educational institution. New student members must be invited and approved by the club’s board of directors.

b. Any membership awards program that includes campus clubs or student members as part of the earnings recognition module will not be fulfilled until all outstanding dues and fees are paid.

3. Students members, who meet the qualifications as outlined in paragraph 2 above, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. Once a student meets this qualification, the student shall continue to receive the concession until graduation, notification of student status change or once the student reaches age 31, whichever comes first. It should be further recommended that districts and multiple districts consider either exempting or lowering their dues for student members as deemed appropriate.

4. Additionally, students over the age of 30 and who are joining or chartering a Campus Lions Club are eligible to pay a discounted entrance/charter fee of $10USD. All Qualifying student members shall be Active Members with all rights and privileges.

5. Student members shall be required to provide documentation verifying enrollment in an educational institution and age. The district governor, guiding Lion or club secretary shall complete a Student Member Certification Form for each student member, indicating the type of supporting document he/she reviewed to verify enrollment in an educational institution and age or submit information via MyLCI.

6. In the case of Campus Lions clubs, student members shall receive an extended billing adjustment period for the semi-annual billings in order to accommodate the typical school schedule. Campus Lions clubs have through March 31 for the January per capita billing and through September 30 for the July per capita billing to amend the club roster. Lions Clubs International will give credits to clubs for roster adjustments submitted within this time period.

7. In the case of a newly chartered campus club, or a club with a majority of student members, each charter member who qualifies for the Student Member Program is required to prepay one year International dues at the student member rate at the time of charter. Effective June 16, 2021 Chapter XVII Page 8 8. Clubs determined to be misapplying the Student Member Program may be required to pay full dues for all student members in the club to the point at which the misuse was found to occur. Furthermore, the association would retain the right to prohibit such clubs from adding student members under the Student Membership Program for a period of two years after the infraction.

4. LEO-LION PROGRAM AND DUES PROVISION

1. Leo-Lion Program provides current or former Leos an easy transition to Lions. Current and former Leos, who have been a Leo for at least a year and a day and are between the age of legal majority and 35, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. A member who meets the initial Leo-Lion requirements shall continue to qualify for the Leo-Lion program until the member reaches the age of 36.

2. In the event that a group of at least 10 current or former Leos apply to charter a new club with other like-like minded individuals, this club may be chartered as a Leo-Lion Club. Additionally other members joining a Leo-Lion club who are between the age of legal majority in the jurisdiction in which they reside and age 30 shall qualify for membership under the Young Adult membership type. Young Adult members in Leo-Lion Clubs shall receive the same Leo-Lion program discount of half international dues and entrance/charter fee waiver. Individuals over the age of 30 may join the Leo-Lion club, but do not qualify for the discount and fee waiver.

3. Former Leos shall be required to provide documentation verifying Leo membership and age. Young adults joining a Leo-Lion club shall be required to provide documentation verifying age. The district governor, Guiding Lion or club secretary shall complete a Leo to Lion Certification Form or submit via MyLCI for each former Leo and Young Adult member, indicating the type of supporting document reviewed to verify Leo membership and/or age.

4. Existing members must be listed as a Leo or former Leo in their membership history in order to update their member type to Leo-Lion. To receive former Leo status as an existing member, the Leo to Lion Certification Form (LL-2) must be submitted to Lions Clubs International or submit information via MyLCI.

5. FEES

1. New members shall pay an entrance fee of US$35.00.

2. The entrance fee for former and existing Leo club members presenting a copy of the Leo Completion of Service Certificate shall be waived.

3. The charter fee for former and existing Leo club members presenting a copy of the Leo Completion of Service Certificate shall be waived.

6. REPORTS

The Cumulative Membership and Club Summary Report shall contain both club and charter member data and membership data uniformly ending on the last day of each calendar month and culminating on June 30 of each calendar year.

39. NON-DISCRIMINATION POLICY

Lions Clubs International and District 5M9 affirms a policy of non-discrimination. Lions clubs and members may not discriminate on the basis of race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, veteran status or any other legally protected status. A violation of this policy would be considered conduct unbecoming a Lion and/or Lions Club and may result in placing a club in “status quo” and/or cancelling a club charter in accordance with the policies set forth by the International Board of Directors.

40. LEO CLUB PROGRAM POLICY

1. A Youth Program is hereby established as an official activity of Lions Clubs International. It shall be effected and implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

2. Purpose: The purpose of this official Youth Program is:

a. to make available to Lions clubs an activity whereby they may serve the needs of youths in their respective areas;

b. to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international communities; and

c. to promote service activities among the youth of the community to develop the individual qualities of LEADERSHIP, EXPERIENCE AND OPPORTUNITY, and to unite its members in friendship, fellowship and mutual understanding.

3. Name and Emblem:

a. The name of the Youth Program shall be Leo Club International Program and all clubs recognized thereunder shall be known as Leo clubs.

b. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.

c. The Leo name and emblem are the sole property of Lions Clubs International, and all authority for and obligation with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.

d. Leo clubs shall adopt names chosen or approved by the sponsoring Lions club(s).

 (1) All Leo clubs exercising this option observe and adhere to the standard Leo Club Constitution and all the rules and regulations of the Leo Club Program; and Effective June 16, 2021 Chapter XXII Page 2

(2) All such clubs are considered bona fide and fully certified clubs within the Leo Club Program.

4. Jurisdiction:

The board of directors of Lions Clubs International shall have and does hereby retain all authority, control and supervision over all aspects of the Leo Club International Program, including but not by way of limitation, establishment and implementation of constitutional, organization, procedural and all other operating requirements of said program and methods for enforcement of the same.

5. Constitution:

a. The board of directors of Lions Clubs International shall frame, and all Leo clubs shall adopt and be governed by a Standard Leo Club Constitution.

b. All activities, projects, and programs of Leo clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions Clubs International. The Board of Directors of Lions Clubs International, only, shall have power to amend the Standard Leo Club Constitution.

c. Each Leo club may adopt by-laws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions Clubs International. These bylaws and any subsequent amendments shall be subject to the approval of the sponsoring Lions clubs.

6. Sponsorship:

a. No youth group or organization shall be recognized as a Leo club by Lions Clubs International unless sponsored by a Lions club. No Lions club may sponsor a Leo club except in accordance with the Leo Club International Program policies established from time to time by the board of directors of Lions Clubs International.

b. A Leo club shall be a “Lions club sponsored affiliation.”

c. The sponsoring Lions club is responsible for the organization, supervision and guidance of the Leo club, which club shall be certified and recognized by Lions Clubs International so long as it operates within the policies established by Lions Clubs International.

d. Where the Leo club is school-based, guidance and supervision by the sponsoring Lions club shall be exercised in full cooperation with the school authorities, and be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

e. Each Leo club shall be sponsored by the Lions club whose territorial limits include, wholly or partially, the district area of the school and/or schools, from which the members are drawn. Written authority may be granted by the board of directors of Effective June 16, 2021 Chapter XXII Page 3 Lions Clubs International to organize a Leo club outside the territorial limits of the sponsoring Lions club.

f. Two or more Lions clubs may jointly sponsor a Leo club upon written approval of the Lions district governor and/or International Board of Directors where it is shown that the best interest of the district will be served. Membership is open to the entire territorial limits of all jointly sponsoring Lions clubs. Artificial divisions of single student bodies will be avoided. All sponsoring Lions clubs will have equal representation on the Advisory Committee. However, one Lions club must be designated as liaison with the Lions Clubs International Headquarters.

g. Leo clubs may draw their memberships from student populations or from the community at large, including employed individuals and professionals in training. Leo clubs may be organized within schools, community organizations, churches, and other entities, whether in cities or rural areas.

 h. The sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the club’s board of directors.

7. Operating Procedures

a. A Lions club may request from Lions Clubs International a Certificate of Organization of a youth group as a Leo club, upon submission of necessary information regarding original members, elected officers, and verification of adoption of the Standard Leo Club Constitution by its members.

b. A Certificate of Organization signed by the international president shall be forwarded to the sponsoring Lions club for formal presentation to the Leo club at an appropriately planned meeting.

c. Thereafter, each year the sponsoring Lions club shall be billed by Lions Clubs International. Likewise, the Leo club secretary, under the supervision of the Leo club advisor, shall submit to the international office an up-to-date membership report which includes Leo officers and members on or before the first day of July each year. The annual membership report shall be made available to the sponsoring Lions club and the Leo club via MyLCI. It is the responsibility of the sponsoring Lions club president to ensure that the report is completed by the deadline specified. d. The Leo club may, through the sponsoring Lions club, secure for its Leo club members various items bearing the Leo club emblem from LCI Club Supplies. Such purchases may be shipped and billed to the Lions club’s account or paid via one of the payment methods offered by LCI Club Supplies. Reimbursement to the Lions club may be made by the Leo club members through its regular procedure for handling such administrative funds.

41. GLOBAL ACTION TEAM

A. PREFACE

 1. Purpose.

The Global Action Team (GAT) helps districts in achieving their goals by creating a unified approach to all key areas of Lions. With the district’s goals at the forefront, the GAT is uniquely positioned from constitutional area to club level, to help foster positive membership growth in clubs, increase Lion’s visibility in the community through impactful service, and to build strong and innovative leaders in the districts. The GAT network of leaders directly supports districts in inspiring action at the club level. Additionally, the GAT will champion the vision of LCI and LCIF and reignite the passion for service in our Lions and Leos.

District.

District Coordinators shall be selected for a one year term by the district, in accordance with the district constitution and by-laws. District Coordinators may serve multiple terms.

a. The current District Governor will serve as the District Chairperson of the district Global Action Team. In this role, the District Governor will ensure that the district’s GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district’s humanitarian service. This is an automatic annual appointment while they are in office.

b. Region and Zone Chairpersons will serve on the District Global Action Team.

c. In the event a GLT, GMT and/or GST vacancy exists at the single district or subdistrict level and said vacancy is attributed to the inability of the respective appointing body, as indicated in the above paragraphs, to come to agreement on the appointment, the Global Action Team Chairperson at the international level may make that appointment.

Club.

The Club President, Club Vice President, Club Membership Chairperson and Club Service Chairperson are all members of the club Global Action Team. The Club President will serve as the Club Chairperson for the Global Action Team. The Club First Vice President will serve as the Club Leadership Chairperson.

42. CLUB DISPUTE RESOLUTION PROCEDURE

1. Disputes Subject to Procedure All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club’s constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, conciliator or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

2. Request for Dispute Resolution and Filing Fee

Any party to the dispute may file a written request with the district governor (a “complaint”) asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US$50.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-), which shall be submitted to the district governor at the time the complaint is filed. Each district (single or sub-) may determine whether a higher filing fee will be charged for filing a complaint under this procedure. Any such higher filing fee must be approved by majority vote of the district cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed US$250.00, or its equivalent in the respective national currency, payable to the district (single or sub-). The entire filing fee will be retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the district cabinet. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

3. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s). Effective June 16, 2021 Chapter XXV Page 2

4. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliator should be kept confidential to the extent possible.

5. Selection of Conciliator

Within fifteen (15) days of receipt of the complaint, the district governor shall appoint a neutral conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The district governor shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the district governor team (district governor, first vice district governor and second vice district governor) within ten (10) days of receiving the district governor’s notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the district governor team determines by a majority decision, in their sole discretion, that the party’s written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor team by a majority decision shall appoint a substitute conciliator who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, or from an adjacent district, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. Otherwise, the district governor team by a majority decision shall issue their denial of the objection(s) and confirm the appointment of the original conciliator, in writing, to all parties. The district governor team’s decision and appointment shall be determined within fifteen (15) days of receiving any party’s written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. The time limits in this Section 5 may not be shortened or extended by the district governor or the district governor team. If the district governor does not appoint a conciliator to hear the dispute within fifteen (15) days of receipt of the complaint, the Legal Division will appoint a conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The Legal Division shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the Legal Division within ten (10) days of receiving the Legal Division’s notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. Effective June 16, 2021 Chapter XXV Page 3 If the Legal Division determines, in their sole discretion, that the party’s written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the Legal Division shall appoint a substitute conciliator as provided above. Otherwise, the Legal Division shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator selected by the Legal Division, in writing, to all parties. The Legal Division’s decision and appointment shall be determined within fifteen (15) days of receiving any party’s written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

6. Conciliation Meeting & Decision of Conciliator

Upon being appointed, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. The objective of the conciliator shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute. The conciliator shall issue the decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. A copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliator must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliator constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

43. DISTRICT DISPUTE RESOLUTION PROCEDURE

1. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) Effective June 16, 2021 Chapter XXV Page 4 upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

2. Complaints and Filing Fee

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$325.00 shall be refunded to the complainant and US$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US$100.00 shall be retained by the district (single or sub-) as an administrative fee and US$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

3. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s). Effective June 16, 2021 Chapter XXV Page 5

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

 b. Selection of Conciliators Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators’ decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

4. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are Effective June 16, 2021 Chapter XXV Page 6 unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

44. LIONS CLUBS INTERNATIONAL PRIVACY POLICY

INFORMATION STORAGE AND RETRIEVAL

1. Individual Membership Data – LCI only uses membership data for the purposes of enhancing the membership experience for all Lions. Should LCI develop new processes that requires additional personal data or utilize current information for additional purposes, we will update the Mandatory Personal Data and Optional Personal Data below.

a. Mandatory Personal Data

(1) First Name

(2) Last Name

(3) Middle Name (if applicable)

(4) Birth Date

(5) Gender

(6) Email Address

(7) Member ID

(8) Join Date

(9) Drop Date

(10) Address (City, State, Country)

b. Optional Personal Data

(1) Language

(2) Home Phone Number

(3) Mobile Phone Number

(4) Work Phone Number

(5) Fax Number

(6) Address (Home Address, Postal Code)

(7) Spouse/Companion

(8) Sponsor Name

(9) Occupation

(10) Travel Information

(11) Dietary Restriction

(12) Mobility Requirements

(13) Special Occasion address

(14) Amount of donation

(15) Honor of Acknowledgement Name

(16) Honor of Acknowledgement Address

(17) Award Recipient Name

(18) Award Recipient Ship To

(19) Drop Reason

(20) Service Activity Participation

(21) Invitees

(22) Conversations Effective June 16, 2021 Chapter XXVI Page 2

(23) Badges Earned

(24) Preferred Language

25) Total Fees

2. Individual Club Data

a. Club Number

b. Club Name

c. District

d. Location

e. Charter Approval Date

f. Region

g. Zone

h. Preferred Language

i. Year-to-Date Adds

j. Year-to-Date Drops

k. Total Members to Date

l. Size at Charter

m. Metropolitan, Urban, Suburban or Rural

n. Organized by a Representative or by Volunteer Lions

o. Club Meetings held in the Morning, Noon or Evenings

p. Club Meetings held Weekly or Semi-Monthly

Collection and Use of Personal Membership Data by Lions Clubs International Lions Clubs International (LCI) recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members and Leo Club members to facilitate communications with and between our members. This information is used solely to further LCI’s Purposes including that “to unite the clubs in bonds of friendship good fellowship and mutual understanding” and to conduct its necessary operational activities including:

• Dues and other billings

• Distribution of The Lion magazine and membership/officer information and updates

• Compilation of membership profiles and trends to support membership growth, extension and retention programs

• Convention and meeting planning

• Contact information for Lion/Leo leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, and Club Officers

• Furtherance of Public Relations activities and Cooperative Alliances

• Support of Lions Clubs International Foundation and other adopted service programs

• Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the International Board of Directors

• Disclosure of information as required by law or that is pertinent to judicial or governmental investigations Lions Clubs International protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password. Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. The official directory is not available on the Internet without a password. Individuals who are granted access to the official directory or any documents that contain personal information of members, may only use the information to further the purposes of LCI and must agree to delete all such records after use. A club locator with club officer contact information is also available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions/Leo Club members should ensure it is not used for that purpose.

3. WEBSITE

In order to use certain features of our website, you may be asked to share personal information. Registration is voluntary. However, you must register to participate in these portions of the website. While registration requires the disclosure of personal information, you can control how we use your information by updating your electronic communications preference profile. Effective June 16, 2021 Chapter XXVI Page 5

4. Cookies

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site’s computers and stored on your computer’s hard drive. Each web site can send its own cookies to your browser if your browser’s preferences allow it, but (to protect your privacy) most browsers only permit a web site to access the cookies that the same web site has already sent to you, not the cookies sent to you by other sites. LCI may set and access our own cookies on your computer. LCI may use cookies to identify you as a repeat visitor or customer of the website (if applicable), to maintain session information for logged in users, and to track usage trends and patterns in order to better understand and improve areas of our website. LCI may also allow other companies that are presenting content on our site to set and access their own cookies on your computer. Other companies’ use of cookies is subject to their own respective privacy policies. We do not have access to any information stored by third party advertisers about you. We may use third-party advertising companies to serve ads on our behalf. These companies may employ cookies and action tags (also known as single pixel gifs or web beacons) to measure advertising effectiveness. Any information that these third parties collect via cookies and action tags is completely anonymous. If you would like more information about this practice and your choices, click here. By providing your email address, you are consenting (opting in) to receive information from Lions Clubs International and its family of programs. You may opt out (unsubscribe), change your email notification setting or adjust preferences in your subscription profile. You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult that privacy policy before providing any personal information.

**IF YOU DO NOT AGREE WITH OUR POLICIES AND PRACTICES, YOU SHOULD NOT USE OUR WEBSITE.**

Privacy Recommendations for Lions/Leo Clubs, Districts, Multiple Districts and Foundations Your Lions/Leo Club, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.

Please be aware that LOCAL LAWS MAY GOVERN THIS ISSUE and these laws vary widely from country to country, so you should seek advice from a local expert for more information before any personal information is used.

If you have any concerns or questions about these policies, please contact Lions Clubs International at infosec@lionsclubs.org

45. 5M9 DELINQUENT PAYMENT POLICY

The 5M9 Treasurer will have all District and Multiple District dues statements mailed (e-mailed) to the club presidents, secretaries and treasurers seven (7) days after receipt from the multiplr dostrict secretary.

Thirty (30) Days after the first invoice has been sent, all clubs who have not paid their bill in full, will have a second invoice mailed (e-mailed) to them stating that there is an unpaid balance that needs to be paid immediately.

After sixty (60) days from the date the original invoice being sent, all clubs who not paid their bill will to the statement, the process of putting the club on Status Quo and the consequences that come with it will be included. The District Governor will call the club president and inform them that the club will have seven (7) days to pay, or the the paperwork will be forwarded to Lions Club International to suspend the Cub Charter and start the process of closing the club.

A club which has an unpaid balance in excess of US Twenty (20) dollars per member or US one thousand (1,000.00) dollars per club, whichever is less, outstanding past one hundred twenty (120) days will be automatically suspended including the charter, rights, privileges and obligations of the Lions Club. In the event, the club does not reach active status by the twenty eigth (28) day of the month following suspension; their charter would be automatically cancelled.

Suspension is the temporary deferment of the charter, rights, priviledges and obligations of a Lions Club due to an unpaid balance.

Clubs on suspension shall not:

a. Conduct service activities

b. Conduct Fundraising activities

c. Participate in district/multiple district functions or seminars

d. Participate in any voting proceduresoutside the club

e. Endorse or nominate a candidate for diatrict, multiple districtand international office

f. Submit monthly membership reportand report forms

g. Sponsor a Lions Club or organize a Leo club

Clubs on Suspension Shall:

a. Hold mrrtings to discuss the future of the club and identify the steps needed to regain an active statue

b. Make payments to clear theexcisting outstanding balance or request a payment plan