

# APPLICATION FOR LIONS CLUB CHARTER



## The International Association of Lions Clubs Application for Lions Club Charter

Please include:

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

**PLEASE TYPE OR PRINT CLEARLY (Using block letters)**

Date \_\_\_\_\_

A proposed Lions Club must be known by the actual name of the "municipality" or its equivalent government subdivision in which it is located. If the municipality, or its equivalent governmental sub-division has more than one club, each club shall add a distinguishing designation to the club name. The distinguishing designation will be separated by parentheses ( ) on official charter.

Name of proposed club \_\_\_\_\_ Lions Club  
(City) (Distinguishing designation, if any)

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

Type of club:  Traditional Lions Club  Campus Lions Club  Lioness/Lions Club  New Century Lions Club  Leo to Lions Club

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

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

Organizer: \_\_\_\_\_ Title: \_\_\_\_\_

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

CHARTER APPROVAL DATE
_____
Date Approved
LANGUAGE: _____
DIST ACCOUNT #: _____
(For International Office Use Only)

## NEW CLUB OFFICERS

**President** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Prefer communications via:  mail  fax  e-mail

**Treasurer** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Prefer communications via:  mail  fax  e-mail

**Secretary** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Prefer communications via:  mail  fax  e-mail

**Membership Person** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Prefer communications via:  mail  fax  e-mail

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

# RESPONSIBILITIES OF THE NEW CLUB SPONSOR

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

- be certain all charter member applicants meet the standards of being a Lion member
- hold an in-depth organization meeting
- ensure that the chartered club has proper orientation into Lions
- cooperate with and support the Guiding Lion(s)
- encourage district participation
- encourage interclub functions
- help develop a membership retention and growth plan
- assist in preparing the club's meeting agenda
- support the club's activities
- assist the club whenever called upon
- provide guidance without interfering

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

## SPONSORING CLUB'S OFFICERS SIGNATURES

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

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

## GUIDING LIONS

The governor may appoint up to two Guiding Lions to assist the new club. New club supplies, which include charter pins, certificates, officer manuals, and other materials will be shipped to the first guiding Lion listed unless specified otherwise.

**Guiding Lion (to receive club supplies)** \_\_\_\_\_

\_\_\_\_\_

(Street Address)

(City/State/Country)

(Postal/Zip Code)

Phone

Fax

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Is Guiding Lion a member of Sponsoring Club?  Yes  No

If no, please provide:

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

Club Identification/Account # \_\_\_\_\_

Is the Guiding Lion a "Certified" Guiding Lion?  Yes  No

Prefer communications via:  mail  fax  e-mail

**Guiding Lion** \_\_\_\_\_

\_\_\_\_\_

(Street Address)

(City/State/Country)

(Postal/Zip Code)

Phone

Fax

*\* please remember to include area codes and country codes if outside of the USA*

Email address \_\_\_\_\_

Is Guiding Lion a member of Sponsoring Club?  Yes  No

If no, please provide:

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

Club Identification/Account # \_\_\_\_\_

Is the Guiding Lion a "Certified" Guiding Lion?  Yes  No

Prefer communications via:  mail  fax  e-mail

# CHARTER NIGHT

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

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

## EXTENSION AWARD RECIPIENTS

International Board Policy states that no more than two Extension awards may be given for the organization of any club. Awards must be requested by the District Governor within six months of the charter approval date. The District Governor has recommended the following Lions to receive extension awards:

**Extension Award Recipient** \_\_\_\_\_

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City/State/Country)

(Postal/Zip Code)

\_\_\_\_\_

Phone

Fax

Email address \_\_\_\_\_

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

Club Identification/Account # \_\_\_\_\_

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

**Extension Award Recipient** \_\_\_\_\_

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City/State/Country)

(Postal/Zip Code)

\_\_\_\_\_

Phone

Fax

Email address \_\_\_\_\_

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

Club Identification/Account # \_\_\_\_\_

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

## INTERNATIONAL PER CAPITA TAX

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

New Club Officers Signatures:

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

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

## DISTRICT GOVERNOR APPROVAL

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# NEW CLUB CRITERIA

## 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 percent of whom are new Lions, except in the case of friendly separation of a large existing club.
- c. Corresponding charter fees – The charter fee shall be US\$30 except for family members, students, graduating Leos and young adults who qualify for entrance fee exemption. Lions in good standing transferring from an active lions club shall pay a US\$20 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.

## Charter Members

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

## Club Sponsor

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

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

- 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.

## Club Name

- a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term "Host" 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" or "Lioness" may be added as a distinguishing designation to the name of a Lions club.

## 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, transitional 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.

## 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.

## 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.

## 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.

*For further information, please contact:*  
**New Clubs and Marketing Department**  
Lions Clubs International  
300 W 22ND ST  
OAK BROOK IL 60523-8842 USA  
E-mail: newclubs@lionsclubs.org  
Telephone: (630) 571-5466  
Fax: (630) 571-1691