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LEO

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THE

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This Leo Club Program handbook will:

- Inform Lions on how to organize a Leo club.
- Give Lions and Leos information on the administration of a Leo club.
- Offer guidance on the roles of Leo club officers, including special sections for Leo club advisors and Leo club officers.
- Provide Leo club publications and forms.

Lions Opportunities for Youth Programs

In addition to the Leo Club Program, qualified Leos can apply for participation in these Lions programs:

- **Lions International Peace Poster Contest:** Lions clubs sponsor this art contest for students, ages 11-13. The grand prize winner receives a trip for him or herself and two family members and the sponsoring Lions club president to the award ceremony.
- **Lions Clubs International Youth Exchange:** Sponsored by a Lions club, young people (between the ages of 15 and 21) travel to another country to learn about another culture. Exchanges last between four and six weeks and can occur in any of the more than 190 countries in which Lions clubs exist. Often, exchangees also participate in a Lions Clubs International Youth Camp.
- **Lions Clubs International Youth Camp:** Lions clubs sponsor young people (between the ages of 16 and 22) to attend Lions club, district or multiple district-sponsored youth camps. Each year, there are approximately 100 Lions camps organized around the world.
- **Lions Young Leaders in Service Awards:** Lions Clubs International will issue a congratulatory letter from the international president and a certificate to each nominee who completes 50 hours of community service (silver seal certificate) or 100 or more hours of community service (gold seal certificate).
- **Lions Day at the United Nations:** Leos can attend the annual event at the United Nations in New York, NY, USA.

LEO CLUB PROGRAM HANDBOOK

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Introduction to the Leo Club Program

Leo program history and objective

In 1957, the Glenside Lions Club, Pennsylvania, USA sponsored the world's first Leo club, the Abington High School Leo Club with 35 students.

In October 1967, the Lions Clubs International (LCI) Board of Directors adopted the Leo Club Program as an official program of the association. The objective of the Leo Club Program is:

"...to provide the youth of the world with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community."

Leo clubs fulfill this objective every day and are an asset to the community. Leo club activities and projects enhance the community and help young people develop and practice leadership, organization and social skills. Leo club involvement can instill in young people a lifetime commitment to helping others.

Leo motto

Leadership: Leos develop skills as organizers and motivators of their peers.

Experience: Leos learn the importance of cooperation through community service.

Opportunity: Young people are given an opportunity to excel, to develop positive character traits and to receive recognition for their contributions to the community.

IN ACCESS THE FUTURE

"...TO PROVIDE THE YOUTH OF THE WORLD WITH AN OPPORTUNITY FOR DEVELOPMENT AND CONTRIBUTION, INDIVIDUALLY AND COLLECTIVELY, AS RESPONSIBLE MEMBERS OF THE LOCAL, NATIONAL AND INTERNATIONAL COMMUNITY."

International network

Lions Clubs International is the world's premier community service organization, with 1.3 million members. There are more than 45,000 Lions clubs in approximately 200 countries. Regardless of the language Lions speak, religion they practice or politics they support, all are dedicated to helping people in need.

Leo clubs are part of the Lions international network. Leos also have their own network of approximately 5,550 Leo clubs in more than 130 nations. The international scope of LCI gives Leo and Lions club members a global identity.

Sponsoring a Leo club: why and how

Leo club sponsorship inspires Lions club members through involvement with their community's youth. Connections to youth can bring new energy to a Lions club. The sponsoring Lions club will also become more visible in the community with exposure to new audiences, such as young professionals, students and parents of school-age children. Leo clubs are also a way to mentor future community leaders and help foster future Lions.

Relationship between Lions and Leos

Leo clubs are a sponsored affiliation of Lions clubs. The sponsoring Lions club is responsible for guiding and counseling its Leo club. By working closely with Leos, Lions ensure that their sponsored Leo club operates within and benefits from the policies of LCI.

A Lion is appointed to serve as an advisor for the Leo club. This Lion should be someone who enjoys working with youth. The Leo club advisor serves as a mentor to the Leo club officers and members. The

sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the Lions club's board of directors. Much of the guidance for the Leo club is carried out through the Leo club advisor.

School-based Leo clubs often require a faculty-advisor. This may be a teacher, counselor or other member of the school's faculty, who acts as a liaison between the school and Leo club.

Guidance for the Leo club is exercised in one or more of the following ways, agreed upon by the Leo and Lions club:

1. The Leo club advisor or a member of the sponsoring Lions club should attend each Leo club or Leo board of directors' meeting.
2. Three representatives from the Lions and Leo club should meet monthly to discuss mutual interests and plans, and to review actions of the Leo club and/or its board of directors.
3. If attending meetings is difficult, Leos should submit a copy of their club or board meeting minutes to the Lions club for review.

LCI suggests that the sponsoring Lions club verify and follow local laws and customs dictating the provision of background checks for adults working with young people.

Leo club designations

Lions clubs can sponsor community or school-based Leo clubs:

- **Community-based** Leo clubs offer membership to any eligible young person within the local area of the Lions club. These clubs meet at a location in the community and the Leo club advisor is a member of the sponsoring Lions club.

EXPERIENCE

- **School-based** Leo clubs draw on members from one school; often, the school requires the appointment of a faculty-advisor who is a teacher or school administrator, to assist the Leo club advisor who is a Lion. The school must agree to fulfill Leo Club Program responsibilities and the Leo club must agree to follow the policies, insurance requirements and regulations of the school. The Leo club is subject to the same rules established by the school authorities for all student organizations and extracurricular activities. Before the Leo club is organized, the Lions club and school should agree on procedures for organizing club activities on and off school property, which adhere to school policies and LCI board policy.

Leo clubs are either designated as Alpha Leo clubs or Omega Leo clubs:

- **Alpha clubs:** For young people between 12 years old and the age of legal adulthood in their country. Alpha clubs are often based in primary and secondary schools.
- **Omega clubs:** For young people between the age of legal adulthood in their country and an age that is determined appropriate by the respective Lions multiple district (or single district if it is not a sub-district of a multiple district) where the Omega Leo club is sponsored.

Organizing a Leo club

The success of the Leo club depends on positive involvement of Lions and the Leo club advisor. Once the Lions club agrees to sponsor a Leo club, it should:

1. Appoint a Leo club advisor and a Leo club advisory committee with at least three members, including the Leo club advisor. The Leo club advisory committee attends Leo club and Leo board of directors' meetings. Lions clubs can contact the district or multiple district Leo club chairperson for support.
2. Decide if the new Leo club will be community or school-based. Contact the school or other organization to ensure interest and support for a club. Agree on the policies and regulations of Leo club activities with school or community officials.
3. Obtain the names of potential Leos from schools, universities, colleges, houses of worship, youth groups and friends and relatives of Lions club members.
4. Organize a Leo club formation meeting to explain the Leo Club Program to potential members:
 - a. Invite young people to this meeting through posters and notices sent to schools, religious youth groups, community programs and the local media. (See the *Resources* section of this handbook for press release samples.)
 - b. Answer potential members' questions concerning membership, the relationship with the sponsoring Lions club and activities undertaken by Leos.
 - c. Provide promotional materials to each meeting participant. Leo club materials are available in the *Leo Club Organization Kit* and from the Youth Programs Department at International Headquarters.
 - d. In this meeting or a follow up meeting(s), prospective Leos can choose Leo leaders (by electing the Leo club president, vice president, secretary and treasurer) and discuss the projects they would like to adopt.
 - e. Distribute the *Application for Membership* (Leo-50). Ask prospective members to share information about the club and bring a friend to the next meeting.

Leo club certification

The Youth Programs Department at International Headquarters certifies new Leo clubs upon receipt of the *Leo Club Organization Report* form (Leo-51). Certification entitles a Leo club and its sponsoring Lions club use of the Leo name and emblem, and clubs and members are eligible for LCI awards and recognition. Once a club is certified, the sponsoring Lions club receives the *Certificate of Organization, a Leo Club Sponsor Banner Patch* and *Leo Club Extension Certificates* for the Lions club president and the Leo club advisor. The official organization date of a Leo club is the date that the club is certified by the Youth Programs Department at International Headquarters.

Organization fees

A sponsoring Lions club pays a one-time Leo club organization fee of US\$100. This fee covers:

- The cost of Lions club sponsor and Leo officer materials.
- The Leo club *Certificate of Organization*.
- Entrance fees for 20 Leo new members, which includes 20 free *Leo New Member Kits* containing:
 - Leo lapel pin
 - Leo club membership card
 - Leo club certificate
 - Leo member handbook.

If there are more than 20 originating Leo club members, a US\$5 entrance fee is charged to the sponsoring Lions club account for each additional member and a *Leo New Member Kit* will be provided.



Fees are processed through the Youth Programs Department at International Headquarters. Postage fees and taxes are the responsibility of the Lions club.

The Leo club organization fee can be either:

- Billed directly to the sponsoring Lions club account; or
- Paid at the time of applying for certification of a new Leo club (checks received will be applied to the Lions club account balance).

Processing time

The entire certification process can take four to six weeks. Generally, *Leo New Member Kits* are shipped within two weeks after receipt of the *Leo Club Organization Report* form (Leo-51). Each Leo club *Certificate of Organization* is hand-lettered and sent by separate mail. **Unless otherwise requested, all Leo club materials are forwarded to the Leo club advisor.**

THERE IS NO LIMIT TO
 THE NUMBER OF LEO
 CLUBS THAT
 A SINGLE LIONS CLUB
 CAN SPONSOR.



Annual Leo club sponsor levy

In August, each Lions club that sponsors a Leo club is assessed an annual levy of US\$90 (or currency equivalent). The number of Leo club members does not affect the levy.

Pro-rated levies for new clubs

Leo clubs organized *during* the fiscal year (July 1 to June 30) are not charged the full US\$90 Leo levy. Instead, a pro-rated Leo levy is charged. Clubs that are officially certified in the months of:

July, August or September pay US\$67.50 or currency equivalent.

October, November or December pay US\$45 or currency equivalent.

January, February or March pay US\$22.50 or currency equivalent.

April, May or June do not pay a levy for the current fiscal year.

The sponsoring Lions club can pay the levy from its administrative or fundraising account. Or, the Leo club may decide to reimburse the sponsoring Lions club for the amount of the levy.

A single Lions club usually sponsors a Leo club. The district governor can give written approval for two or more Lions clubs to jointly sponsor a single Leo club. The Lions club sponsors will have equal representation on matters related to the Leo club. However, only one Lions club can be designated to serve as the liaison with International Headquarters concerning Leo club billings and administration. There is no limit to the number of Leo clubs that a single Lions club can sponsor.

OPPORTUNITY

Launch the Leo club

Once the Leo Club Organization Report form has been submitted to the Youth Programs Department at International Headquarters, the Leo club will function under the guidance of the Leo club advisor. Leo club officers should be invited to attend a Lions club meeting before the installation ceremony of a new Leo club to plan the ceremony together. (See *New Officer Installation* in the *Resources* section of this handbook.)

For a successful ceremony invite:

- Lions club members
- Leo club members' parents
- School and/or community representatives
- Lions and Leo district officers
- Local media representatives.

The installation ceremony can promote the club and recruit potential members. A sample press release to publicize a new Leo club is available in the *Resources* section of this handbook.

Leo club administration

Once a new Leo club is certified and the installation ceremony has taken place, it is time to begin the work of a healthy and successful club. The Leo club advisor and Leo officers are critical to the club's success and will want to show strong leadership and organization skills to inspire committed membership.

The Leo club advisor is a Lion who attends Leo club meetings and acts as a liaison between the sponsoring Lions club and Leo club. The advisor works closely with the Leo club president and is a source of support and guidance to Leo club officers, when needed. Leo club advisors act as mentors for Leos. A non-Lion such as a teacher or school administrator may serve as faculty-advisor in a school-based Leo club.

Officers' role

Leo club president: A Leo who is elected by fellow club members. The president manages club and board meetings. The president instructs other club officers concerning their responsibilities and includes all members in decision-making processes. With the club secretary, the president submits timely reports to the sponsoring Lions club and the Youth Programs Department at International Headquarters.

Leo club vice president: A Leo who assists the president throughout the year. The vice president assumes the duties of president if the elected president cannot complete the term.

Leo club secretary: A Leo who maintains club records and meeting minutes and submits these documents to the sponsoring Lions club on a regular basis. The secretary maintains lists of officers, committee appointments, attendance records and membership rosters. The secretary is also responsible for submitting the *Leo Club Officers and Membership Report* form (Leo-72) and the *Successful Leo Club Project or Activity Report* form (Leo-SPA) to the Youth Programs Department at International Headquarters. (See the *Resources* section of this handbook.)

Leo club treasurer: A Leo who receives and deposits all money into either the:

- Administrative account which contains funds raised from fellow club members. These funds support the administration of the club.
- Fundraising account which contains funds raised from the public. These public funds must be donated back to the community.

The treasurer disburses club funds when authorized by the Leo club board of directors. Each month, the treasurer submits a financial statement to the Leo club board of directors.

LEADERSHIP

Leo club board of directors: The Leo club president, vice president, secretary, treasurer and three elected Leo club members form the Leo club board of directors and execute the business of the club, including authorization of all club expenses.

Club meetings

Leo club meetings should follow basic meeting protocol known as Parliamentary procedure. This protocol is explained in publications such as *Robert's Rules of Order* (available in English only from the *Lions Online Club Supply Catalog*).

Through hands-on experience, Leo officers learn how to run meetings. This includes leading discussions, requesting votes on motions, tabling a topic for future discussion, or deferring a topic to a committee for discussion. (See the *Leo Club Officers* section of this handbook for more information.)

Membership, recruitment and club promotion

Leo club membership is open to any young person of good character. Leo club members should replace Leos who graduate out of the club. October is **Leo Membership Growth Month** (See *Awards for Leos* section of this handbook). During this month and throughout the year, the club should organize a Leo new member recruitment campaign. A list of potential new Leos may include:

- Friends
- Family members and relatives
- Fellow students
- Neighbors
- Sports teammates
- Co-workers
- Business associates.

Leos can contact the following people who interact with potential new members:

- Teachers
- Coaches
- Clergy
- Community leaders
- Family members
- Lions.

In addition, the club can:

- Place a recruitment announcement in a school or local newspaper.
- Place Leo recruitment posters throughout the community.
- Arrange a Leo information display at a school or at community events.
- Contact young community leaders who have been previously identified by local media.
- Create a Leo club Web site.

Leos should explain the benefits of membership to prospective new members, such as:

- Character development
- Community service
- Friendship
- Leadership opportunities
- Networking opportunities
- Project management development
- Social events
- Teamwork
- Time management development.

Leo clubs can publicize their club with local news coverage, newsletters, Web sites and flyers promoting service projects, social activities and fundraisers. (See the *Resources* section of this handbook for sample press releases.)

Leos can invite potential member(s) to attend a fundraiser or service project. During the event, introduce the prospective member to current Leos.

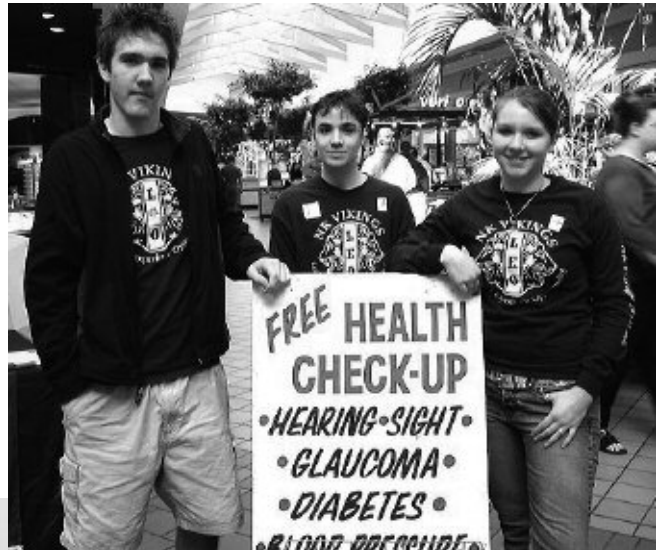
April is **Leo Club Awareness Month**. This is an ideal time for Leos to work with the sponsoring Lions club to promote the Leo Club Program. Possible activities include:

- A high visibility, Leo-Lion service project, such as a highway or beach clean up.
- A news release submitted to the local media about Leo accomplishments. (See the *Resources* section of this handbook for sample press releases.)
- A Leo club exhibit placed in a library or other public building that illustrates Leo club service projects.

Membership induction

An impressive ceremony should be created to induct new Leo member(s). (See the *Resources* section of

this handbook for *New Member Initiation* ceremony.) Each new Leo receives a free *Leo New Member Kit* as part of the US\$5 entrance fee. The sponsoring Lions club president, secretary, treasurer or Leo club advisor can order *Leo New Member Kits* from the Youth Programs Department at International Headquarters.



A HIGH VISIBILITY,
LEO-LION SERVICE
PROJECT, SUCH AS A
HIGHWAY OR BEACH
CLEAN UP.

Club unity

Social events - Outings, weekend retreats and holiday parties foster camaraderie and help build a Leo team. The annual officer installation ceremony, annual certification night anniversary celebration and the member initiation ceremonies can be fun social events. Publicize these events in local media. (See the *Resources* section for sample press releases.)

Meetings, forums and networking - There are Leo clubs in more than 130 countries providing young people with opportunities to establish a variety of social and professional contacts from all over the world. Leo district and multiple district meetings, area forums and the Annual Lions International Convention provide Leos with opportunities to meet and share ideas with Leos from near and far.

Leos can also participate in the *International Club Twinning Program*. A list of Leo clubs interested in a twinning relationship appears on the Lions Web site www.lionsclubs.org in the *Leo Zone* section. Leos can also contact other Leo clubs through the online *Leo Club Directory*.

Planning service projects

The Lions publication, *Community Needs Assessment* (MK-9) can help Leos organize a community service project and is available on the Lions Web site in the *Resources, Publications, New Clubs* section. When organizing a project, Leo clubs should:

- **Identify a community need.** Does the community need a new playground, a nature trail or a recycling center?
- **Contact other community organizations.** Verify that other organizations or

government agencies are not currently undertaking this project or planning to do so in the near future.

- **Calculate costs.** Assess the current financial and manpower resources within the club. If needed, consider creating a joint project with another Leo club or with the sponsoring Lions club.
- **Complete the details.** Establish a timeline. Obtain permission from the school and legal clearance/permits from local authorities, if necessary. Obtain all necessary supplies.
- **Publicize the project.** Inform the media about the project. (See the *Resources* section of this handbook.) Place large signs throughout the area, if appropriate. (See the *Resources* section of this handbook for an explanation of Leo emblem use.)

Project ideas

Social Service

- Visit children in an orphanage or the pediatrics ward of a hospital.
- Volunteer at a Special Olympics event.
- Collect and distribute food and clothing for those in need.

Environment

- Plant tree seedlings.
- Volunteer at a recycling facility.
- Organize a roadside or beach clean-up campaign.

Literacy and culture

- Collect school supplies for students in need.
- Donate books to a local library.
- Organize a talent show.

Health services

- Distribute information about HIV/AIDS.

EXPERIENCE



Spotlight on Children, the Leo International Service Project is designed to help children who live in adverse conditions. To obtain a brochure or award application form, visit the Lions Web site and click into *Resources, Forms, Leo/Youth* or contact the Youth Programs Department at International Headquarters at leo@lionsclubs.org.



- Organize a blood drive.
- Assist health care professionals during vision, hearing or diabetes screenings.
- Organize a medical professional to speak on a healthcare issue of interest to local residents, the elderly or children.

Other international project ideas are:

- Participating in the International Club Twinning Program.
- Hosting a party for Lions international youth exchangees.

Fundraising activities

When raising funds for the administrative or fundraising account, allow time for planning, publicizing and implementing the activity.

Possible fundraisers for the administrative account include:

- Membership dues
- Raffles among club members.

Popular public fundraising projects include:

- Car washes
- A dance for young people
- The sale of food, beverages, or homemade items at school or community events.

Plan first

- Define the club's fundraising goals. How much money does the club hope to raise? Is this a realistic goal?
- Agree on a project. Does the club have the manpower to complete the project? What supplies are needed? Does the club have the money to purchase needed supplies in advance?
- Agree on a date, time and place for the project. Be certain that the project does not conflict with other local events.

OPPORTUNITY

Publicize

- The club should submit details about the activity to club members, local newspapers, radio stations and television stations at least one month in advance.
- Members can place posters throughout the community. (See the *Resources* section in this handbook for an explanation of Leo emblem use.)
- Inform family members and friends about the fundraiser. Inform the sponsoring Lions club as well as neighboring Leo clubs.

Implementation

- Start the project on time

- Assign tasks to all involved
- Designate one Leo to assist with unexpected situations such as replenishing supplies during the event.

Additional service project suggestions appear on the *Leo Zone* section of the Lions Web site, in THE LION Magazine and in the *Lions Opportunities for Youth* brochure (IAD-130).

Maintain membership involvement

Leo members will remain interested in the Leo club as long as it is organized, fun, keeps members involved and continues to provide valuable community service. Observant Leo leaders can help prevent the exit of Leo members.

Common reasons for leaving

preventable action

Disorganized club leadership

Leo club officers should seek advice from the Leo club advisor, sponsoring Lions club, Leo district officers and district Leo club chairperson. The sponsoring Lions club or Leo district leaders can provide additional leadership training for club officers.

Inadequate orientation

Leo club officers must provide a thorough orientation for new members and conduct an impressive induction ceremony.

Social cliques

Leo club officers should combine new and old members to serve on committees.

Lack of recognition

Leo club officers should praise members and present awards whenever appropriate.

Lack of club membership

Leo club officers can meet with the Leo club advisor and district Leo club chairperson to discuss suggestions for growth and development and new ways to promote the Leo club and membership.

Lack of important activities

Leo club officers can form a committee to study local needs.

Lack of interest in a club project

Leo leaders can consider altering or adding projects using ideas from Leo members.

Liability insurance

Leo club members and their volunteers are covered under the association's comprehensive general liability insurance program. The policy covers injuries sustained by third parties as well as damage to property owned by third parties to a limit of US\$1 million per occurrence if the Leo club is held legally responsible. However, the policy does not apply to damage to property used by Leos, or in their care, custody or control. The policy also does not provide personal or individual accident insurance. For more information, contact the Legal Department at International Headquarters.

Club cancellations

To cancel a Leo club, an officer of the sponsoring Lions club must contact the Youth Programs Department at International Headquarters in writing via mail, e-mail or fax. A notice of cancellation received by the Youth Programs Department at International Headquarters before December 15 entitles the sponsoring Lions club to a credit for the current fiscal year's Leo levy only.

In rare cases when a Lions club feels it is necessary to cancel its Leo club without the agreement of the Leo club members, the Lions club should give the Leo club 90 days' notice with a written report listing the reasons for cancellation. A copy of this report should be sent to the following officers:

- a. Leo club advisor
- b. District Leo club chairperson
- c. Multiple district Leo club chairperson (if any)
- d. Leo district president or associate district Leo club chairperson (if any)
- e. Leo multiple district president (if any)
- f. District governor.

The sponsoring Lions club's board of directors should give the above-named officers an opportunity to



become acquainted with the situation and to consult with them. The Lions district cabinet, when reviewing the issues, should give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If the issues cannot be resolved through the intervention of district officers within the 90-day period, the matter will be brought before the Lions club's membership at a regular meeting. If two-thirds of the Lions members in good standing vote to terminate sponsorship of the Leo club, an officer of the sponsoring Lions club should submit a written request to cancel the Leo club to the Youth Programs Department at International Headquarters, with copies to the above named officers, as applicable. Upon receipt of the cancellation notice, the international office will process cancellation of the Leo club.



In the event a sponsoring Lions club agrees to transfer Leo club sponsorship to another Lions club, the Leo club can avoid termination by following the club *transfer policy* below.

Club transfers

If a sponsoring Lions club has been cancelled, the Leo club has 180 days to find a new sponsoring Lions club to avoid termination. A letter from the new sponsoring Lions club (stating that it accepts sponsorship) should be submitted to the Youth Programs Department at International Headquarters. Upon receipt of the letter, a new *Certificate of Organization* will be produced and sent and the annual Leo levy will become the responsibility of the new sponsoring Lions club.

Leo district and multiple districts

Leo club activities at the district and multiple district level encourage Leos from clubs in the

same territorial area to share ideas, promote the Leo Club Program, strengthen community service, focus on membership growth and expansion and offer further leadership development opportunities.

Structure

Six or more officially certified Leo clubs in a Lions district can form a Leo district. The district governor must approve the formation of a Leo district and the territorial boundaries of the Leo district must match those of the sponsoring Lions district. Leo districts are subject to the guidelines in the *Standard Leo District Constitution*, available on the Lions Web site in *Resources, Publications, Leo/Youth*.

Ten or more Leo clubs in a Lions multiple district can form a Leo multiple district. Leo membership within the multiple district must exceed 100 members. The Lions council of governors must approve the formation of a Leo multiple district. The *Standard Leo Multiple District Constitution* governs all Leo multiple district councils.

In July, report your Leo district/multiple district officers with the *Annual Report for Leo District/Multiple District* form (Leo-91) available on the Lions website in *Resources, Forms, Leo/Youth*.

District and multiple district (MD) officers	Terms
District/MD Leo president	Elected annually
District/MD Leo vice president	Elected annually
District/MD Leo secretary	Appointed annually by Leo District/MD president
District/MD Leo treasurer	Appointed annually by Leo District/MD president

District and multiple district responsibilities

Duties of the Leo district/multiple district officers are to:

- Provide a leadership-training seminar for district Leos.
- Promote at least one major service activity or fundraising activity with participation from the majority of the Leo clubs in the district.

- Report the Leo district conference to the Youth Programs Department at International Headquarters.

The sponsoring Lions district/multiple district must approve the following:

- Dates of the annual Leo district/multiple district conference.
- Leo district/multiple district conference activities.

Important Leo Dates Lions Clubs International calendar is July 1 to June 30.

June-July Lions Clubs International Convention

July 1 *Annual Report for Leo Districts and Multiple Districts* (Leo-91) due to the Youth Programs Department at International Headquarters

August 15 *Leo Club Excellence Award* (Leo-105) application due to the Youth Programs Department at International Headquarters

September *Leo Club Extension Awards* and *Top Ten Leo Club Extension Awards* sent to recipients from the Youth Programs Department at International Headquarters

October Leo Club Membership Growth Month

October 8 World Lions Service Day

December 5 International Leo Day

March Lions Day with the United Nations, specific dates announced

April Leo Club Awareness Month

April 15 Suggested election date for the next year's Leo club officers

May 15 *Leo Club Officers and Membership Report* form (Leo-72) due to the Youth Programs Department at International Headquarters

June 1 *Leo of the Year Award* (Leo-LOY) applications due to the Youth Programs Department at International Headquarters

EXPERIENCE

Awards and recognition

Awards for Leos

- **Leo of the Year Award:** This award honors Leos who have demonstrated superior achievement. A multiple district council of governors or a single district (that is not part of a multiple district) may nominate one Leo each year for this award. Nominations must be received by the Youth Programs Department at International Headquarters by June 1.
- **Leo Club Excellence Award:** Each district governor may annually nominate one Leo club from the district for this award. The district Leo club chairperson must endorse the nomination. Applications must be submitted to the Youth Programs Department at International Headquarters by August 15, following the close of the fiscal year in which the club is nominated.
- **100% Leo Multiple District President Award:** A Leo multiple district president who meets specific requirements during his/her year in office may be awarded this certificate by the multiple district Leo club chairperson with the approval of the council chairperson. Award criteria categories include leadership development, club or membership extension, administration and multiple district Leo activities.
- **100% Leo District President Award:** A Leo district president who meets specific requirements during his/her year in office may be awarded this certificate by the district Leo club chairperson with the approval of the district governor. Award criteria categories include leadership development, club or membership extension, administration and district Leo activities.
- **100% Leo Club President Award:** A Leo club president who meets specific requirements during his/her year in office may be awarded this certificate by the sponsoring Lions club president with the recommendation of the Leo club advisor. Award criteria categories include leadership development, membership extension, administration and Leo club activities.
- **Leo Spotlight on Children Award:** Leo clubs that complete a Spotlight on Children project to help children in adverse circumstances can apply for a banner patch award. Individual Leos who provide a high level of support to a Spotlight on Children project are eligible to receive a Certificate of Recognition.
- **Leo Award of Honor:** A Leo member who has achieved outstanding accomplishments during the year can be nominated for the award by their peers. The award is a lapel medal hung from a ribbon. The medal can be purchased from the *Lions Online Club Supply Catalog*.
- **Leo October Membership Growth Award:** Any Leo who recruits three or more new members to their Leo club during October will receive a Leo Membership Growth Award Lapel Pin. Leo advisors must provide the name of the Leos receiving the award to the Youth Programs Department at International Headquarters by November 30. The sponsoring Lions club account will be charged a US\$5 entrance fee (which includes a *Leo New Member Kit*) for each new Leo member.
- **International Club Twinning Award:** Leo clubs that participate in the International Club Twinning Program can receive a certificate or banner patch award.

Awards for Lions and Advisors

- **Leo Club Sponsor Banner Patch and Extension Award Certificate:** Upon receipt of official notification of a new Leo club, a Sponsor Banner Patch is issued to the sponsoring Lions club. Extension certificates are sent to the sponsoring Lions club president and the Leo club advisor. The sponsoring Lions club can request additional certificates for persons who assisted in organizing the new Leo club.
- **Leo Club Advisor Outstanding Service Award:** This award recognizes Leo club advisors who have demonstrated outstanding service in guiding and developing a Leo club. Leo club advisors who meet specific requirements are awarded this certificate by the sponsoring Lions club president.
- **Leo Club Advisor Five-Year Service Award:** Leo club advisors who successfully complete five years of dedicated service are eligible to receive a special lapel pin and certificate from the sponsoring Lions club president. Award recipients appear on a list posted on the Lions Web site, in the *Leo Zone* section, under *Awards* and *Recognition*.
- **Leo Club Chairperson Achievement Award:** District and multiple district Leo club chairpersons who meet specific criteria may be awarded this certificate by the district governor or council chairperson, respectively. Award criteria categories include extension, leadership development, district/multiple district Leo activities, administration and promotion.
- **Lions Opportunities for Youth Chairperson Award:** The council chairperson or district governor presents this certificate to outstanding Lions opportunities for youth chairpersons who promote and maintain youth activities in their multiple district or district.

Awards for Leos and Lions

- **Leo Lion Serving Together Award:** A banner patch award is issued to the Leo club and its Lions club sponsor upon successful completion of a joint project or other activity supporting Leo-Lion collaboration. Award applications are submitted to the Youth Programs Department at International Headquarters.
- **Leo Club Sponsorship/Anniversary Awards:** The Youth Programs Department at International Headquarters automatically sends an anniversary banner patch to Lions and Leo clubs on the anniversaries of the Leo club sponsorship/certification date. Awards start at the fifth anniversary and continue to be issued at five-year increments.
- **Leo Club Extension Award:** Certificates are awarded to council chairpersons, multiple district Leo club chairpersons and Leo multiple district presidents who achieve a net gain of at least five new Leo clubs in their multiple district by June 30. Certificates are awarded to district governors, district Leo club chairpersons and Leo district presidents who achieve a net gain of at least three new Leo clubs in their district by June 30.
- **Top Ten Leo Club Extension Award:** Lapel pin awards are issued to district Leo club chairpersons and Leo district presidents from the ten districts with the highest net growth of new Leo clubs during the Lions' fiscal year. Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District also each receive a lapel pin.

Leo club advisors

Leo club advisors around the world contribute to the success of the Leo Club Program. When working with young people, advisors fill the role of motivator, mentor, counselor and role model. Advisors guide Leo club members to develop effective community service projects and help increase confidence and leadership abilities. Advisors also provide Leos with recognition for their achievements.

Leo club advisor's role

Leo advisors accept many roles. Among them are:

- **Mentor**- Advisors guide Leo club officers and members to attain their potential as leaders and teach Leos the importance of planning community projects prior to implementation.
- **Motivator**- Advisors understand that there are many influences that motivate youth, including peer acceptance, recognition for deeds accomplished and a sense of personal achievement. Although advisors should motivate Leos to perform service activities, they should not impose their personal views on Leos.
- **Counselor**- Advisors must be familiar with the *Standard Leo Club Constitution and Bylaws* (see *Resources* section of this handbook). Advisors listen to the Leos and are sensitive to their needs. Advisors must know when to counsel the group and when to allow Leos to arrive at their own decisions.

- **Liaison**- The advisor is the link between the sponsoring Lions club and the Leo club. The advisor informs the Lions club of Leo activities and fosters a healthy relationship between the two clubs.
- **Humanitarian**- The advisor helps the Leo club members to understand the compassionate aspect of community service.

The *Leo Zone* features the *Just for Advisors* section. Visit www.lionsclubs.org and click on *Youth Programs, Leo Clubs* and then *Just for Advisors*. This section includes materials on how to be an effective mentor to a Leo club and a successful liaison between a Leo and Lions club.

Alpha clubs and Omega clubs

The role of the advisor is different in an Alpha Leo club than in an Omega Leo club. Alpha clubs (for young people age 12 to age of legal adulthood in their country) may seek more guidance in managing their club and implementing community service projects, which provides an opportunity for an advisor to increase the Leos' confidence and leadership abilities.



Omega Leo clubs (for young people from age of legal adulthood in their country to an age determined locally) focus on professional development, developing community links to support community service projects and social networking. Leo advisors may find themselves in more of a mentoring capacity and can instill in Omega Leos the Lions' mission "We Serve."

Promote Leo clubs

To promote a Leo club, submit press releases to local newspapers and/or radio and TV stations. Encourage the Leo members to create flyers for their events and post them in the community. Use the *PR Tools* section of the Lions Web site for templates, support and ideas. (Also, see the *Resources* section of this handbook.)

During April, celebrate **Leo Club Awareness Month**. Organize a joint activity between the sponsoring Lions club and Leo club.

Encourage Leos to become Lions

Leos who have attained the legal age of adulthood and meet other qualifications may be invited to join a Lions club. The following programs encourage Leos to serve as Lions:

- **Leo Completion of Service Certificate:** Leos in good standing can receive a waiver of the Lions club new member fee or the Lions club charter member fee. Sponsoring Lions club presidents, secretaries or Leo club advisors can request the free *Leo Completion of Service Certificate* for the Leo who is leaving, from the Youth Programs Department at International Headquarters.
- **Leo Years of Service Transfer Program:** To include years of Leo service on a Lions club membership history, Leos can complete the *Leo Years of Service Transfer Record* (available on the Lions Web site). The Lions club secretary submits the form with the *Monthly Membership Report* form to the Club Records and Billing Department at International Headquarters.
- **New Century Lions Club:** Created for young adults up to the age of 35, New Century Lions Clubs have more flexibility such as, the submission of fewer membership forms and more Web-based communications. For more information, contact the New Clubs and Marketing Department at International Headquarters.
- **Campus Lions Club:** A regular Lions club that is organized on a college campus. Members can include students of legal age of adulthood in their country, as well as faculty and alumni of the school. Campus Lions clubs address campus issues as well as other needs in their community. For more information, contact the New Clubs and Marketing Department at International Headquarters.
- **Leo Lions Club:** Leos can form their own Lions club if they are of legal age of adulthood in their country. Leos can keep the word "Leo" in their club name. A Leo Lions club can be chartered with 20 or more members. The club must meet all Lions club requirements. For more information, contact the New Clubs and Marketing Department at International Headquarters.
- **Special Leo Tab:** Former Leo members can purchase a Leo tab to wear with their Lions pin. The tab is available in the *Lions Online Club Supply Catalog*.

Leo club officers

The success of each Leo club depends on the dedication of its leaders. Leo officers' commitment to promoting the ideals of the Leo Club Program results in pride and satisfaction for them, the Leo club, the sponsoring Lions club and the community. Leo leaders make many decisions that will affect the success and future of the club.

What makes a leader?

Energy, self-confidence, intelligence, persistence and the ability to express oneself are all leadership traits. Additional characteristics include:

- Trustworthiness
- Fairness
- Knowledge of individual needs and interests of club members
- A vision for the future of the club
- Acceptance of responsibility.

Leo club officers' role

Strong Leo leaders form the foundation of successful Leo clubs. Brief descriptions of officers' roles and responsibilities are featured in the *Leo Club Administration* section of this handbook.

Leo club presidents

A Leo club president's first resource is his or her Leo club advisor. Appointed by the sponsoring Lions club, Leo club advisors are experienced Lions. If the club is school-based, a teacher or counselor may act as a faculty-advisor. Active Leo members are another important resource for Leo club presidents. Good leaders can develop club members into a successful team.

Meetings

Leo club presidents are responsible for conducting well-organized club meetings. A written outline or agenda helps facilitate meetings.

Meeting agendas can include:

- Call to order by the president.
- An opening ceremony, such as the national anthem, salute to the flag or other local custom.
- A roll call of members and the introduction of guests.
- The introduction of speakers.
- The reading of the secretary's report and minutes from the previous meeting.
- The treasurer's report (a copy of this report should be filed for an audit).
- The reading of minutes from the Leo board of director's meeting.
- The reading of new correspondence received since the last meeting.

- The reading of committee reports and the approval of committee actions.
- The discussion of old business.
- The presentation of new business.
- Adjournment.

Club presidents handle many situations. Conflicts, which occasionally occur during club meetings, may be minimized by:

- Recognizing speakers from the floor.
- Deciding when to bring a motion to a vote.
- Using the gavel to maintain order during meetings.
- Adjusting the written meeting agenda to shorten or lengthen the meeting.

Team building

Successful Leo clubs need strong team members. Leo officers should encourage fellow Leos to accept leadership roles to help make the club stronger.

Building a Leo team begins with:

- The establishment of long-term (more than a year) and short-term (one year or less) club goals, which include service projects, fundraisers, membership campaigns and social events.
- An explanation to all club members of the overall task(s).
- A request for additional ideas and suggestions.
- The creation of committees and the assignment of specific tasks.

Encourage club members by:

- Welcoming and introducing new Leos to current members.
- Including Leos in projects that utilize their talents and interests. For example, an artistic Leo may appreciate the opportunity to draw a poster for a Leo service project. A member who likes animals may gladly organize a service project at



the local animal shelter. These opportunities provide members with a sense of belonging and achievement.

- Praising club members for their accomplishments.
- Nominating Leos and the club for Lions Clubs International awards when eligible.

Encourage fellowship among club members by:

- Rewarding Leos in the form of public recognition or a Leo award.
- Increasing the prestige of the club through local publicity.
- Celebrating successful Leo club projects.

Committee involvement

The following suggested Leo committees can help Leo leaders organize Leo activities throughout the year:

- Athletic
- Attendance
- Election
- Finance
- Fundraising
- International relations
- Membership
- Projects
- Publicity
- Social.

Club elections

Hard-working committee chairpersons are excellent prospects for future club officers. In March, the club president appoints a committee to develop a roster of officer candidates.

Candidates must agree to accept the position if elected. Committee members cannot nominate themselves as officer candidates. On election day (on or around April 15), the club president will request the roster. Additional nominations may be accepted from Leos in attendance. Written ballots should be used when there are multiple candidates for a single office. Winning candidates are those who receive a simple majority of the votes cast.

After the election, the club secretary submits the *Leo Club Officers and Membership Report* form (Leo-72) to the Youth Programs Department at International Headquarters by mail, fax, or e-mail by May 15. Copies of the report should be sent to the sponsoring Lions club and the district Leo club chairperson.

Suggestions for an appropriate installation ceremony are available in *Leo Club Officer Installation and New Member Initiation* (Leo-8). The publication is available on the Lions Web site and in the *Resources* section of this handbook.

Social events and networking

When planning a Leo club calendar, include social events to build friendships among club members and to celebrate club successes. Appropriate social activities vary according to the age of the club members. Possible Leo social activities include attendance at or participation in:

- A Leo club certification signing ceremony or a Leo club anniversary celebration.
- An induction ceremony of new Leo members, or the installation of new club officers (see the *Leo Club Officer Installation and New Member Initiation* [Leo-8]).
- A holiday party.
- A bowling league or a Leo soccer, cricket or baseball team.
- Leo area forums or the Annual Lions International Convention.



Resources and support

Leo Zone

The *Leo Zone* section of the Lions Web site www.lionsclubs.org features recent Leo Club Program information. *Leo Zone* subsections include:

- About Leo clubs
 - Leo membership
 - Leo club activities
 - Leo leadership
 - Awards and recognition
 - How to organize a Leo club
 - Just for advisors
 - Information for chairpersons
 - Updates for Leos
 - Leo Conference Grant Program
- *Leo Facts*- visitors can click on the *Leo Facts* global map for information on Leo clubs in each country.

Lions Web site

On the Lions Web site, in the *Resources* section click *Forms* or *Publications* and then *Leo/Youth* to view or download forms and publications, including:

- *Leo Club Officers and Membership Report* form (Leo-72)
- *Spotlight on Children Award Application* (Leo-S)
- *Annual Report for Leo Multiple Districts and Leo Districts* form (Leo-91)
- *Leo Club Excellence Award Application* (Leo-105)
- *Leo Application for Membership* (Leo-50)
- *Service Activities Publications Order Form* (IAD-0002)
- *Leo Program Awards* (Leo-204)
- *Leo Chairperson Achievement Criteria* (Leo-103a)

- *Spotlight on Children* brochure (Leo-304)
- *Standard Leo Club, District and MD Constitution and Bylaws* (Leo-5, 6, 7).

Leo e-News and Leo Advisor e-News

Electronic newsletters are e-mailed to each reported Leo club president and Leo club advisor (report by submitting the *Leo Club Officer and Membership Report* form, Leo-72). *Leo e-News and Leo Advisor e-News* contain valuable information about the Leo Club Program and feature international Leo projects and activities.

Communicating with International Headquarters

The quickest way to communicate with the Youth Programs Department for support and information is to e-mail: leo@lionsclubs.org.

Reporting to International Headquarters

Leo clubs must report their officers (*Leo Club Officers and Membership Report* form, Leo-72), Leo multiple districts and districts must report their officers (*Annual Report for Leo Multiple Districts and Leo Districts* form, Leo-91) and all clubs are encouraged to submit a *Successful Project/Activity Report* (Leo-SPA) to:

Lions Clubs International
Youth Programs Department
300 W 22nd Street
Oak Brook IL 60523-8842
USA
Telephone: (international code 1) 630 571 5466,
ext. 324
Fax: (international code 1) 630 571 1692
leo@lionsclubs.org

LEADERSHIP

Requesting materials from International Headquarters

Leo Club Program publications can be downloaded from the Lions Web site or obtained through the Youth Programs Department. Some publications have nominal fees. Sponsoring Lions club officers can charge these fees to their club account.

Leo New Member Kits can only be purchased by an officer of the sponsoring Lions club or advisor and are only available from the Youth Programs Department at International Headquarters.

Leo club supplies are featured in the *Lions Club Supply Catalog* and online at www.lionsclubs.org. Leo clubs can purchase catalog items by:

1. Ordering through their Leo club advisor or an officer of the sponsoring Lions club.
2. Mailing a check or money order with order, to Club Supplies at International Headquarters.
3. Ordering online or by telephone with a personal credit card.

Leo emblem use

Any reproduction of the Lions Clubs International emblem, Leo emblem or any other emblem of Lions Clubs International may be downloaded by Lions and Leo members from the official format of the emblems provided on the association's Web site. These are the only emblems that may be reproduced electronically or otherwise, including sites on the World Wide Web and other areas on the Internet.

Downloaded (or those procured electronically) official emblems may only be used according to the emblem use policy of Lions Clubs International. Generally, Leo clubs, Lions clubs and districts have license to use the emblem on Web pages, stationary and other printed material. No Lion, Lions club, Leo club or Lions district may use the association's emblem on any item sold to Lions or the general public for fundraising purposes. No manufacturer, printer, producer, promoter, publisher, entrepreneur may use the association's name, goodwill, trademarks, service marks or the Lions Clubs International emblem in any manner except upon license granted by the association. For information about securing a license, contact the association's General Counsel at (630) 571-5466, ext. 299 or e-mail legal@lionsclubs.org or contact the Club Supplies and Distribution Division at (630) 571-5466, ext. 252 or e-mail at clubsupplies@lionsclubs.org.

The Leo emblem cannot appear on articles sold to the public or other Lions. The Leo emblem is a registered trademark of the association. Strict board policy prevents the use of association trademarks on items sold to the public.

The Fundraising Seal is available for use on fundraising items. Use of this seal requires written authorization from the Legal Division at International Headquarters before entering into a contract with a manufacturer.



Standard Leo Club Constitution and Bylaws

ARTICLE I Name

The name of this organization is the Leo Club of _____
_____.

ARTICLE II Purpose

To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship and mutual understanding.

ARTICLE III Sponsorship

- A. This club is sponsored by the Lions Club(s) of _____, but it is not a part thereof, and neither this club nor any of its members has any rights or privileges pertaining to said Lions club(s) or membership therein.
- B. The entire operation of this club shall be guided and supervised by the Lions Club of _____. Such guidance and supervision shall be exercised in one of the following ways, the choice to be a joint decision of the sponsoring Lions club(s) and the Leo club.
1. The presence of one or more members of the sponsoring Lions club at every meeting of the Leo club or its board of directors; or
 2. By a monthly joint meeting of three representatives of each club, to discuss mutual interests and plans, and to review actions taken by the Leo club and/or its board of directors. In the event of disagreement between the representatives, the ultimate decision shall rest with the sponsoring Lions club; or
 3. By submitting for approval within 15 days by Leo club officers a specific report or copy of minutes of any meeting held to the sponsoring club secretary or authorized delegate or representative. The sponsoring club then has the prerogative to call for a meeting between three representatives of the Leo club and three representatives of the sponsoring club to discuss items of mutual interest or plans. In the event of disagreement between the representatives the ultimate decision shall rest with the sponsoring Lions club.
- C. If the operation of this club shall depend in any way upon the cooperation of any school officials, then all school policies and regulations as interpreted by such officials shall be faithfully observed by this Leo club and its members.

ARTICLE IV Projects

- A. Subject to the provisions of Article III, this club shall plan and implement, with its own manpower, service projects within its community. Full responsibility for such projects shall rest in this club except where the same is shared in a joint project with another Leo club or other organization.
- B. Projects shall be financed with funds raised by this club, provided, however, that no funds shall be solicited from any individual, business or organization in the community without giving something of value in return therefor.
- C. This club shall not:
1. Solicit or accept more than occasional financial assistance from the Lions Club of _____, or any member thereof;
 2. Solicit financial assistance from any non-sponsoring Lions club;
 3. Solicit financial assistance from any other Leo club.
- D. No portion of the net income resulting from any financial program in which funds are raised from the public shall be used directly or indirectly to benefit this club or any member thereof.

ARTICLE V Membership

- A. Membership shall be granted in a Leo club to any person who possesses good character, who shall be deemed eligible by the Leo club committee of the sponsoring Lions club or clubs. Wherever the male gender or pronoun presently appears in the Standard Leo Club Constitution and Bylaws, it shall be interpreted to mean both male and female persons.
- B. Classes: Membership in this Leo club shall be as follows:
1. Active: A member entitled to all rights and privileges and subject to all obligations which membership in a Leo club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the Leo club and in the Leo district or multiple district of which the club may form part and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in Leo club activities, and conduct reflecting a favorable image of the Leo club in the community.

2. Member-at-Large: A member of this Leo club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend Leo club meetings and desires to retain membership in the Leo club, and upon whom the board of directors of the Leo club desires to confer this status. This status shall be reviewed every six months by the board of directors of the Leo club. A member-at-large shall not be eligible to hold office or to vote at Leo district or multiple district conferences but shall pay such dues as the Leo club may require.
3. Alpha membership: A member of the Leo club who is 12 years of age to the age of majority.
4. Omega membership: A member of the Leo club who is the age of majority to an age that is deemed appropriate by the respective multiple district (or single district if it is not a sub-district of a multiple district) where the Omega Leo club is sponsored.

C. Termination: Membership in this Leo club shall cease and terminate automatically upon:

1. Reaching an age one year greater than the maximum age limit.
2. Termination of existence of this Leo club as provided in Article XV.
3. Vote therefor of no less than two-thirds (2/3) of all members in good standing.

D. Transfer Membership: This Leo club may grant membership on a transfer basis to a Leo who has terminated or is terminating membership in another Leo club, provided that:

1. A letter for transfer of membership is received by the new Leo club, with a copy to the sponsoring Lions club secretary, from the Lions club sponsoring the former Leo club, within six months following the date of termination of membership in the former club;
2. Such termination was in good standing; and
3. The age of the transferring member falls within the established age range applying to the new Leo club.

If more than six months have elapsed between termination of membership in a Leo club and application for transfer to another Leo club, an applicant may acquire membership in this Leo club only under the provisions of Section A of this Article V.

E. Age Ranges: Districts and multiple districts in their respective areas may set alternate age ranges for Leo clubs within the minimum and maximum age ranges set by the International Board of Directors for Leo club membership.

F. Each Leo club shall declare itself as either an Alpha Leo club or an Omega Leo club by reporting to the Youth Programs Department at International Headquarters.

ARTICLE VI Meetings

A. Club Meetings:

1. Regular business meetings of this Leo club shall be held no less than twice in each month, and preferably once in each week, at times and places set forth in the bylaws.
2. The club president may at any time call, or upon written request to him by no less than ten (10) members in good standing, a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each member in good standing and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mail and addressed to a member at his address as shown on the club records at the time of mailing.
3. Quorum: The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of this club.

B. Board of Directors Meetings:

1. Regular business meetings of the board of directors shall be held at times and places as provided in the bylaws but in no event less than once each month.
2. The president may at any time call, and upon the written request of any members of the board shall call, a special meeting of the board. Such call may be given verbally or in writing but it shall be given to every member thereof, and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mail and addressed to the member at his address shown on the club records at the time of mailing.
3. The presence in person of the president or vice-president and any three (3) other members of the board shall be necessary for a quorum at any regular or special meeting of the board.
4. Any member of this Leo club in good standing shall have the right to attend any regular or special meeting of the board of directors, but no such member may speak at any board meeting except by consent of the board.

ARTICLE VII Officers

A. The officers of this Leo club shall be a president, vice-president, secretary and treasurer and such other officer(s) as may be provided in the bylaws. Officers shall be members in good standing and shall serve for a term of one (1) year or until their successors have been elected and qualified. No member may hold two (2) offices simultaneously.

B. The president may not succeed himself in re-election after having served one full term of office.

C. Unless specifically provided otherwise in this constitution, the duties of the officers shall be those assigned to their respective offices under *Robert's Rules of Order Newly Revised*.

ARTICLE VIII Board of Directors

Subject to the provisions of Article III:

A. The control and supervision of the business and affairs of this club shall rest in a board of directors composed of all officers of the club and three (3) directors elected from the members in good standing.

B. The board of directors, through the club officers, shall be responsible for the execution of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.

C. The board of directors shall have general control over all committees and officers, may override the decision or action of any officer, and for good cause, may declare any office vacant and appoint a member in good standing to fill any unexpired term thereof.

D. The board of directors shall present an annual report of its operations to the club membership and to the sponsoring Lions club.

ARTICLE IX Elections

Elections of officers and directors shall be held at times and in accordance with procedures deemed proper by the _____ Committee of the Lions Club of _____, but in no election shall a vote greater than a simple majority of the votes cast be necessary for election.

ARTICLE X Committees

The bylaws shall provide for finance, project and such other standing committees as may be deemed necessary for administration of the club. The president, with the approval of the board, may appoint such special committees as he deems necessary from time to time.

ARTICLE XI Fees and Dues

A. In addition to an original or new member fee of US\$5.00 per member, this club shall charge such additional fees and dues as the Lions Club of _____ shall deem proper to meet administrative costs of the Leo club, including the amount of any annual payment due Lions Clubs International by the sponsoring Lions club, which amount may be reimbursed by the Leo club to the sponsoring Lions club.

B. Any member who shall owe this club any monetary obligation at the time of any vote at any regular or special meeting, or at any other time at which the question of good standing is raised, shall automatically forfeit the privilege of voting by virtue thereof and be considered for all purposes as not in good standing so long as said obligations remain unpaid.

ARTICLE XII

By accepting membership herein, each member of this club thereby agrees to uphold and be bound by the provisions of the constitution and bylaws of this club.

ARTICLE XIII Bylaws

The board of directors of this club shall present, and the members in good standing of this club shall adopt, such bylaws as are deemed necessary to the efficient operation of this club; provided, however, that all such bylaws shall be consistent with the provisions of this constitution. Any bylaws, or amendments thereto or repeal thereof, which shall contravene any provision of this constitution shall be null and void and of no effect.

ARTICLE XIV Emblem

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

B. The emblem of Leo Clubs International shall be preserved for the exclusive use and benefit of Leo club members. Each member of this club shall be entitled to wear or otherwise display the same in a dignified and appropriate manner during the period of his membership. A member shall relinquish such entitlement upon termination of his membership or termination of this club.

ARTICLE XV Duration

A. This Leo club shall cease to exist upon the first to occur of the following:

1. Vote of this club to terminate.
2. Receipt by the club president or vice-president of written notice of withdrawal of sponsorship by the Lions Club of _____.
3. Receipt by the club president or vice-president of written notice of revocation of Certificate of Organization of this club as a Leo club by Lions Clubs International.

B. By virtue of termination, provided in Section A, all rights and privileges relating to the Leo name and Leo emblem shall thereon be relinquished and surrendered by this club and its members, individually and collectively.

ARTICLE XVI
Parliamentary Authority

Unless specifically provided otherwise in this constitution all questions of parliamentary procedure in the operations of this club shall be governed by *Robert's Rules of Order, Newly Revised*.

ARTICLE XVII
Amendments

This constitution may be amended only by action of the board of directors of Lions Clubs International and all amendments when adopted shall automatically amend and become provisions of this constitution.

ARTICLE XVIII

The fiscal year of this club shall run from July 1 to June 30.

SUGGESTED LEO CLUB BYLAWS

BYLAWS OF THE _____ CLUB
OF _____

ARTICLE I
Elections

- A. Election of officers and directors of this club shall be held annually prior to _____. Those elected shall take office on July 1 following their election.
- B. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes cast by the members present and in good standing shall be elected.

ARTICLE II
Fees and Dues

- A. Each new member shall pay an admission fee of \$_____.
- B. Each member shall pay annual dues of \$_____.
- C. No other assessment of members shall be made for any purpose whatsoever.

ARTICLE III
Committees

- A. The president, with the approval of the board of directors, shall appoint the following standing committees:
 - 1. Finance—This committee shall be responsible for determining ways and means of financing any and all club operations and projects.
 - 2. Project—This committee shall be responsible for initiation and implementation of club community projects.
- B. No committee composed solely of members of this club shall take any action to effect its plans until the same have been approved by a majority of the votes cast at a duly constituted club meeting.

ARTICLE IV
Amendments

- A. These bylaws may be amended at any regular or special meeting of this club, but only upon the affirmative vote of a majority of all members in good standing, provided: (1) notice of the respective amendment or amendments and the meeting at which such amending vote is to be taken is given at least fourteen (14) days prior thereto at a regular meeting at which a quorum is present, and (2) such amendment or amendments is approved by the Lions Club of _____.
- B. Any provision of these bylaws which conflicts with the constitution of this club shall be null and void and of no force or effect.

ARTICLE _____

(Such other provisions as may be necessary for the efficient operation of the club.)

**THE
INTERNATIONAL ASSOCIATION
OF LIONS CLUBS**
300 W 22nd Street
Oak Brook, Illinois 60523-8842, USA
E-mail: leo@lionsclubs.org



Leo Club Officer Installation and New Member Initiation

Leo Club Procedures

After organizing a new Leo club, the sponsoring Lions club acquires certain responsibilities. The most obvious of these is to arrange a well-organized meeting for the presentation of the Certificate of Organization. This meeting corresponds to a Charter Night meeting for a Lions club and should be a memorable meeting for all concerned. Invite local civic or school officials to the event. Perhaps the entire membership of the Lions club could attend and consider this a joint meeting or a spouses' night. The evening will vary according to local customs and conditions.

The following list is a guideline only. Clubs can delete or add items as necessary.

- Meeting called to order
- Suitable opening (may include a song)
- Salute to the flag
- Invocation
- Dinner
- Introduction of people at speaker's table
- Brief description of Leo club (given by Leo club advisor or Lions club president)
- Induction of new members, installation of Leo club officers
- Presentation of Certificate of Organization
- Presentation of gift (the Lions club may present a gift to the Leo club. The Lions Supply Catalog includes items such as a gong, gavel, banner, flag, etc.)
- Program or entertainment
- Adjourn meeting

In a meeting such as this, the small, often overlooked details can add much to the final success of the function. Consider the following:

- A printed program - listing the agenda and also the names of each officer and each member of the Leo club. (This provides a fine souvenir.)
- Greeting committee - to greet members and guests as they arrive. Greeters also assure that each guest is properly seated.
- Decorations - welcome signs, flowers on the speaker's table.
- Public address system - If the meeting is in a large room, make sure that all guests will be able to hear the speakers.

Ceremony for Installation of Leo Club Officers

The Leo club advisor or a Lions club officer presides over this ceremony.

Installing officer: "It is my privilege to be here to install the officers of the _____ Leo Club.

Having received the trust of the club membership, I am sure that they will carry out faithfully their duties with respect to their community and their fellow members.

To that purpose, I would like to call each to the podium, to repeat the duties that each has freely accepted upon his/her nomination as a Leo club officer."

Installing treasurer: "Leo _____, you have been elected to serve your club as treasurer, and as such you will receive all monies and deposit the same in a bank recommended by the board of directors. You will pay out money on their authority and will prepare and submit monthly financial reports to them. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors, and the Leo advisor.

Will you perform these duties to the best of your ability?"

Treasurer: "I will."

Installing secretary: "Leo _____, you have been elected to serve your club as secretary. You will be under the supervision and direction of the president and the board of directors. You shall keep the general club records, including the board of director's meeting minutes, officers' lists, committee appointments, attendance records, and up-to-date membership lists. You will be responsible for sending activity reports and the Annual Leo Club Membership Report to the international office. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors and the Leo advisor.

Will you perform these duties to the best of your ability?"

Secretary: "I will."

Installing vice president: "Leo _____, you have been elected to serve your club as vice president. You shall occupy the position of the president if, for any reason, the president is unable to perform his/her duties. In this event, you shall have the same authority as the president and shall fulfill his/her role accordingly. You will also help the president in fostering unity among the Leo club members, with the sponsoring Lions club, and with the Leo club advisor. Finally, you will support and aid the president in his/her initiatives and service projects.

Will you, as vice president, perform your duties to the best of your ability?"

Vice President: "I will."

Installing Leo club president: "Leo _____, you have been elected to the office of president of your club. You are the club's chief executive officer. You will do all in your power to foster unity among club members. You will also work with the sponsoring Lions club and the Leo club advisor.

You will preside at all meetings and shall be chairperson of the board of directors. You will see that the committees function properly, call for regular committee reports, and oversee regular elections. You will also work to determine service needs in your community and motivate your club's members to respond to them generously.

Will you, as president, perform these duties to the best of your ability?"

President: "I will."

Installing Leo club directors: (The installing officer addresses the entire group of directors.) "You have been elected to the important position of director. You will form part of the executive board of the Leo club. You will faithfully attend the regular and special meetings of your club. You will do your best to form and carry out its policies. As a member of the board of directors, you will be vigilant in authorizing all payments and refrain from creating indebtedness beyond the income of the club. Nor will you disburse funds for purposes non-essential to the objective of the club.

Will you perform these duties to the best of your ability?"

Leo club directors: "I will."

Initiation Ceremony for New Members

The Leo club president, the Leo club advisor or a specific Lions club officer performs the ceremony for the initiation of new members.

The presiding officer calls the meeting to order with these words: "We are about to begin the initiation ceremony which will welcome new members to the _____ Leo Club. This is a most important occasion for these members and for our club, and I sincerely request the attention and silence of the membership during the ceremony. Please withhold any applause or demonstrations until it is complete. I will now call the names of the new members and as I do, I would request that they rise and come forward."

The presiding officer calls the names of the new members. When all the candidates are standing, the officer says:

"On behalf of the officers and members, I welcome you to the _____ Leo Club. You have been invited to become members, and we are all happy and proud of your decision to accept.

Membership in a Leo club is a privilege. You are about to enter a program that extends throughout the world. It began in 1967 as an official activity of The International Association

of Lions Clubs. Leo goals include high moral standards, personal responsibility, an attitude of cheerfulness and understanding, and in addition, extending a helping hand to those in need.

Now, in your own community and with your own acquaintances, an entire series of challenges await. You are not alone in your efforts. At all times, you can count on the encouragement and cooperation of your fellow Leo club members, officers, and the Leo club advisor. They will be happy to help you achieve the high goals which you have adopted.

Once again, I express my congratulations to you for having joined this club. I now ask that you repeat after me the obligation of membership: 'I...(each one should state his/her name)...in the presence of the members of the Leo club...take on this solemn obligation...to abide by the constitution and bylaws of the club...to attend all meetings regularly...to support and further the interests of the club...in all its undertakings...and to contribute my fair share...towards the financial support of the club...I further declare that I will assist in maintaining...building...and strengthening the membership of the club...that I will help the club...by actively serving on committees and in other capacities ...where my efforts are needed...And finally...that I will develop in myself...those qualities...of cheerfulness, service and loyalty...which should characterize a Leo club member...at all times.' You are now members of the _____ Leo Club."

(The presiding officer now pins a lapel button on each new Leo club member and presents a membership card and membership certificate.)

After induction:

- Assign the new member to serve as greeter at the next few club meetings. This will give the newcomer an opportunity to meet every member.
- Integrate the new member into an existing committee.
- Invite the new member to an informal social gathering with the officers of the club.
- The sponsor should ensure that the new member receives proper orientation to the Leo Club Program and Lionism and a New Member Kit with lapel pin. The sponsor should be willing to answer all questions and should offer to accompany the new member to the first few meetings.

Whenever a Leo moves to another location, officers should ensure that the member joins the local Leo club. If a Leo club does not exist, the officer should encourage the member to speak to a local Lions club about sponsoring a Leo club.

The future of every Leo club depends on current Leo officers and members. When the Leos work together, recruiting and motivating new members provides club growth. Assuring the continued existence of a club is a valuable service that Leos can perform for their community.

SAMPLE PRESS RELEASE

For Information Contact:

(Name)

(Phone number)

(E-mail address)

For Immediate Release

NEW LEO CLUB IN (CITY)

(City, date) – A new Leo club comes to **(city)** on **(date)** when **(#)** charter members celebrate the organization of their new **(name)** Leo Club at **(location)** at **(time)**. The **(name)** Lions Club sponsored the new club for young people, ages **(list age range)**.

(Leo president name) of **(city)** has been elected to serve as the first president of the new club, and **(name)** of **(city)** will serve as the first club secretary. The **(name)** Leo Club plans to become involved with **(list activities)**.

According to **(name, title such as club president or project chairperson)**, “We are excited to give back to our community. Through this important work, we plan to make a difference in our community.”

The **(name)** Leo Club will meet on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information about the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

Lions clubs sponsor approximately 5,500 Leo clubs in more than 130 countries. While helping others in their community, Leos develop leadership skills and experience teamwork in action. For more information about the Leo Club Program, visit the Youth Programs section of the Lions Web site at **www.lionsclubs.org**.

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SAMPLE PRESS RELEASE

For Information Contact:

(Name)

(Phone number)

(E-mail address)

For Immediate Release

LEO CLUB MEMBERS PROVIDE SERVICE TO THE COMMUNITY

(City, date) – The **(name)** Leo Club recently served the community by **(enter description of the community service project)**. This volunteer activity occurred at **(location)**. Completion of the Leo club service project is a benefit to the community because it **(describe how community or specific organization benefited)**.

According to **(name, title such as club president or project chairperson)** of **(name)** Leo Club, “This and other projects will allow Leos to meet pressing needs in our community including **(mention a few)**. Leo members thank everyone who contributed to this important work. You are truly helping Leos make a difference in our community.”

The **(name)** Leo Club has **(#)** members and meets on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information about the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

Lions clubs sponsor approximately 5,500 Leo clubs in more than 130 countries. While helping others in their community, Leos develop leadership skills and experience teamwork in action. For more information about the Leo Club Program, visit the Youth Programs section of the Lions Web site at www.lionsclubs.org.

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LEO CLUB ORGANIZATION REPORT

(Please type or clearly print all information)

(complete name) **LEO CLUB**

Sponsored by _____ Lions Club
(complete name)

Each Leo club must declare itself as an Alpha Leo Club (12 years of age to the legal age of adulthood in their country) or an Omega Leo Club (legal age of adulthood in their country to an age determined by the respective district/multiple district where the Omega Leo club is sponsored).

This club is an: **Alpha Leo club** **Omega Leo club** (Please check one)
Lions district _____ Lions club Identification No. _____

A complete street address and daytime telephone/fax number is required for sending club materials by courier service.

Name of sponsoring Lions club president: _____	Name of Leo club advisor: _____
Address: _____	Address: _____
City: _____	City: _____
State/province, Postal code: _____	State/province, Postal code: _____
Country: _____	Country: _____
Telephone: _____ Fax: _____	Telephone: _____ Fax: _____
E-mail: _____	*E-mail: _____

Elected Leo club officers:

President _____ Address _____

*E-mail address _____

Vice president _____ Address _____

Secretary _____ Address _____

Treasurer _____ Address _____

*Required to receive e-newsletters

This club will meet on _____, at _____.
(day/number of meetings each month) (place)

This club has _____ originating members. (Please attach membership list to this form.)
(write number)

There is a one-time organization fee of US\$100 (or currency equivalent), which includes entrance fees for 20 Leo new members, and officer and sponsor materials. Additional members require entrance fees of US\$5 each. Each entrance fee includes a free Leo new member kit.

check enclosed charge to sponsoring Lions club's account

We confirm that all members listed on this form and the following page(s) have considered and accepted the **Standard Leo Club Constitution and Bylaws** by placing our signatures below:

Leo club president Lions club president Leo club advisor

Date: _____

Copy distribution: 1. Lions Clubs International Office 2. Sponsoring Lions club 3. District Leo club chairperson 4. Leo club's records

The International Association of Lions Clubs, Youth Programs Department
300 W 22nd Street; Oak Brook, Illinois 60523-8842, USA
Telephone: (630) 571-5466, ext. 324 Fax: (630) 571-1692 E-mail: leo@lionsclubs.org



APPLICATION FOR LEO CLUB MEMBERSHIP

(to be kept in Lions club's file)

_____ LEO CLUB

SPONSORED BY _____ LIONS CLUB

Date _____

I, the undersigned, in good standing in my school and/or community, and in accordance with the constitution and bylaws of this club, hereby apply for membership in the

_____ Leo Club.

Name of candidate: _____

Address: _____

City/state or province/postal code: _____

Telephone: _____ Age: _____ Birthday: _____

Activities and hobbies: _____

Other organizations of which I am a member: _____

Parent or guardian's name: _____

Address: _____

City/state or province/postal code: _____

I believe the above information to be true and complete, and I desire membership in this club. I believe I can make a contribution to the club and be worthy of the friendship of its members. I understand the entrance fee will be _____ and the annual dues will be _____.

Signature of applicant

To be completed by parent or guardian where parental permission is required by law for minors:

I hereby give permission for my son/daughter to become a member of the above-named Leo club.

Signature of parent or guardian

Return form on or before _____ to:

Leo Club Advisor: _____

Address: _____

City/state or province/postal code: _____

Approved _____ Date _____

Signature



LEO CLUB OFFICERS AND MEMBERSHIP REPORT

For fiscal year beginning July 1, _____

Use this form to report the contact information for your newly elected club officers to the Youth Programs Department at Lions Clubs International Headquarters by **May 15**. All communications directed to the club officers throughout the year will be based on the information provided in this form. If the form is not submitted, your club will not receive information and material it needs, and your new club president and the Leo club advisor will not be listed in the online **Leo Directory**.

Please type or print clearly.

LEO CLUB NAME _____

SPONSORING LIONS CLUB NAME _____

Each Leo club must declare itself as an **Alpha Leo Club (12 years of age to the legal age of adulthood in their country)** or an **Omega Leo Club (legal age of adulthood in their country, to an age determined by the respective district/multi-ple district where the Omega Leo club is sponsored).**

ALPHA OMEGA (Please check one)

LIONS DISTRICT NO. _____ LIONS CLUB IDENT NO. _____

<p>Leo Club Advisor Name _____</p> <p>Address _____</p> <p>Country _____ Postal code _____</p> <p>Telephone _____ Fax _____</p> <p>E-mail _____</p>
<p>Leo Club President Name _____</p> <p>Address _____</p> <p>Country _____ Postal code _____</p> <p>Telephone _____ Fax _____</p> <p>E-mail _____</p>
<p>Leo Club Secretary Name _____</p> <p>Address _____</p> <p>Country _____ Postal code _____</p> <p>Telephone _____ Fax _____</p> <p>E-mail _____</p>

Total number of members: _____ Please attach current membership list to this form.

Copy distribution: 1. Youth Programs Department at Lions Clubs International 2. District Leo club chairperson 3. Sponsoring Lions club's records

The International Association of Lions Clubs
Youth Programs Department
300 W 22nd Street
Oak Brook, Illinois 60523-8842, USA
Fax: 630 571 8890 E-mail: leo@lionsclubs.org



Successful Leo Club Project/Activity Report

Upon completion of a significant community service project or activity, Leo clubs can submit this form and any photos available to: Youth Programs Department, Lions Clubs International, 300 W 22nd Street, Oak Brook, Illinois 60523-8842, USA, or by Fax: 630-571-1692 or E-mail: leo@lionsclubs.org. Send a copy of this report to your sponsoring Lions club and district Leo club chairperson.

_____ LEO CLUB

Sponsoring Lions club _____ District number _____

Contact person _____ Date of report _____

Address _____

City/state or province and postal code: _____

Country _____

Telephone number _____

E-mail address _____

The report should not exceed two pages. It should include: **who** benefited from the project or activity; **what** events transpired; **when** the project or activity was held; **where** the project or activity occurred; **why** the project or activity was organized; and **how** the Leo club accomplished this community service.

Photographs (either black and white or color) showing Leos performing the project or activity are welcome.

**THE
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OF LIONS CLUBS**
300 W 22ND STREET
OAK BROOK, ILLINOIS 60523-8842, USA

LEO 65 8/06