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**This Protocol Manual serves as a resource that
may be used from year to year.
PLEASE RETAIN IN CLUB SECRETARY'S MANUAL
FOR FUTURE REFERENCE.**

FORWARD

Protocol among nations and among people, is an official expression of good manners. The courtesy we show each other in our everyday lives affects our attitudes, our efforts, and, in turn, reflects on how we view ourselves as human beings.

Protocol is a multi-faceted word.

Protocol means respect for position. It also means using diplomacy and tact in your relations with others. It is all these things rolled up into one single word.

On the level of government, it affects kings, queens, presidents, and prime ministers. In the world of Lionism, in which over 1,300,000 people are actively involved, protocol is a subject that directly relates to our Executive Officers, Board of Directors, District and Club Officers.

When a person voluntarily travels thousands of miles, gives up time with family and friends, or spends days away from their business or profession, they deserve the best when coming to your District or Club to speak. Knowing the proper protocol is one way to say "Thank You".

A well organized and problem free experience will be guaranteed if the correct use of protocol is recognized and practiced.

Following the correct procedures of protocol does not involve great expense. What it does involve, however, is time and thoughtful planning.

The guidelines described in this booklet are intended to aid you in the successful reception of a visiting official.

Whether that person's position is a District Governor or a District level officer, there is a specific protocol to be followed.

To enhance your club image and the image of Lionism, many other topics of interest and Lionistic issues have been included in this booklet.

We hope that you will use and follow these guidelines.

WISCONSIN LIONS MISSION STATEMENT

We Serve by reaching, touching and improving lives.

THE WISCONSIN COUNCIL

Of

GOVERNORS

DISTRICT GOVERNOR'S CLUB VISITS

I am sure that we all know that a District Governor is a Lion so dedicated to serve the District and Lionism that they give up most of their family life and business to travel thousands of miles visiting each club in the District at least once. There are usually many repeats, and many, many other duties that must be performed in the interests of Lionism. Surely, then, we as Lions, should cooperate to the best of our abilities to see that proper respect is shown this Lion leader when visiting our clubs.

Remember the District Governor should always be invited to all special functions, such as Lions & Leos Charter Nights, Lioness organizational nights and special anniversaries.

The following are suggested procedures that could be used when a District Governor visits your club:

1. Arrange the Governor's visit by letter or email. If it is far ahead, verify by mail at least two weeks in advance. When picking out the nights from which the selection is to be made, consult community calendars so that club members won't have to be walking out of the meeting early to attend various community functions. This letter should also contain the time, place (a short description or map) and whether or not the meeting is a spouse or guest night.
2. Eliminate all other speakers. Make the Governor's talk the focal point of your meeting. Make sure the Lion Tamer has all club properties in place, such as the flags, banners, gong, gavel, songbooks and podium. Be sure to place the American flag on the right of the speaker.
3. Allot the Governor as much time as requested. This is one time when a speaker should not be limited.

4. Make every effort to have 100% attendance for this night. It would be a good idea to call all members and to pick them up if necessary. The message that the Governor brings may well prove beneficial to your irregular attendees. An all out effort by the Board of Directors to get 100% attendance for this meeting will help to boost attendance and activity participation.

5. Assign at least two Lions (and spouses if it is a guest night) to meet the Governor at the door and have these Lions make introductions to as many members as possible before the meeting. Often, the President and Secretary are busy with club matters and this small courtesy is neglected.

6. All members should rise when the Governor is introduced to speak. This shows proper honor to the office and proper recognition for his/her efforts in your behalf. At the conclusion of the talk, all members should be briefed to applaud the Governor with a standing ovation.

7. Arrange for a short board meeting. Invite all members to sit in attendance. If you have any questions for the Governor, write them down and present them to him/her before the Board meeting.

8. If your club has a Past International Officer or a Past District Governor, that person should be seated at the head table to introduce the Governor. If not, be sure that someone has the needed information to make the proper introduction. Seating is important.

9. A notice in your local paper of your Governor's impending visit with a picture will certainly help Lions public relations. After the visit, follow up with a brief summary of the remarks made during the visit. (Governor has mats in order to make the picture available.)

10. If you have new members to induct or awards to be made, the Governor may do this, or arrange for a District or Club Officer to do this, so that the program can lead up to the focal point, the Governor's address. This is very hard to accomplish when the Governor has already participated in the program. He/she should be introduced only once, at the time of the address.

11. Finally, let the Governor know that you appreciate the long hours and thousands of miles he/she is enduring for Lionism and you.

12. Many clubs present the Governor with a gift at the time of the official visit. This is a matter of choice and is something that each club must decide for themselves. In making this decision, remember that it is not the size of the gift that counts, but that it is a way of showing your appreciation.

13. Many clubs select a spouse's night for the Governors visitation. This gives a chance for the Governor to deliver the speech to more people. It is an excellent opportunity to expose other men and women to Lionism.

14. Discuss with the Governor the strengths and the weak points of your club. He/she will have many ideas and suggestions that may help.

INTRODUCTIONS AND SEATING

The following sample resume' may be used as guide when introducing your District Governor.

Lion Governor John Green is a member of the Bay City Lions Club where he has had seven years perfect attendance. He has served as Tail Twister, Secretary, Treasurer, Vice President and as Club President, having earned the 100% President's Award.

On the district level, our Governor has served as Cabinet Secretary-Treasurer, Zone Chairperson, Region Chairperson, Vice District Governor and has served on the Resolutions, Election and Credential Committees.

Governor Green has attended seven district conventions, eight State conventions and two International Conventions where he was installed as our District Governor in Dallas, Texas.

Lion John is a member of Trinity Lutheran Church in Bay City and is on the Council where he is presently serving as President. He has been employed at Jones Office Equipment for the past 15 years as Vice President of Operations.

Lion John and his wife Joyce have two daughters, Ann and Alice. Joyce is a past president and charter member of the Bay City Lioness Club.

PROTOCOL POLICY

The following is established as protocol policy for the International Association of Lions Clubs. Only the principal speaker is required by protocol to acknowledge all dignitaries present:

MULTIPLE DISTRICT LEVEL

Council Chairperson
Current or Past International Officers or
Directors
District Governors
Past District Governors
State Secretary and/or Treasurer
Multiple District Chairpersons
International Staff Representative

DISTRICT LEVEL

Current or Past International Officers or
Directors
Council Chairperson
Past District Governors
District Secretary/Treasurer
Vice District Governors
Region Chairpersons
Zone Chairpersons
District Chairpersons
International Staff Representative

CLUB LEVEL

Club President
Current or Past International Officers or
Directors
Immediate Past Club President
Club Vice Presidents
Club Secretary
Club Treasurer
Club Membership Director
Club Directors
Lion Tamer
Tail Twister (s)
Past Club Presidents
International Staff Representative

Within the specific categories set out above, introductions of all past officers shall be made according to the year of service and shall proceed, in order, from the Past Officers with the earliest year of service.

Seating at the head table should be in accordance with established protocol of Lions International and local custom. However, the guest speaker for any function should always be seated to the immediate right of the Chairperson of the meeting. If a podium is used, the presiding officer should be seated to the immediate left of the podium with the guest speaker to the immediate right of the podium.

In a Multiple District function, the Chairperson of the Council of Governors (or District Governor at a sub-district function) shall select the presiding officer, person to introduce the speaker (ranking International Officer present), head table seating arrangement, etc., and any other protocol to be followed in accordance with established Lions International protocol and local customs. Non Lion dignitaries will be recognized in accordance with local customs.

SEATING

Protocol is dictionary defined as a code of diplomatic etiquette and precedence. It has also humorously been termed “the science of seats”.

Sometimes an unusually large number of dignitaries and honored guests are present, in which case a second head table is necessary to accommodate the overflow. When spouses are present, it is customary to seat them with their escorts, alternating with the men and women. There should be a man at each end of a head table.

The head table material should include:

flags

Note: U.S. flag should be to the right of the speaker when facing the audience followed by any other flags including the flag of a visiting International President or Director.

banners

Note: All banners should be to the left of the speaker when facing the audience.

Podium, with sufficient lighting

pitcher of water and glass

scratch pad and pencil

gong and gavel

public address system

Note: be sure to check it out before the meeting to avoid unnecessary delay if the system proves faulty.

place cards

Note: these should be used to eliminate any doubt about seating arrangements.

Seating diagrams are on the following page. Example #1 is for a multiple district function. Example #2 is for a district function. Example #3 is a club function.

LIONS INDUCTION CANDLELIGHT / BLINDFOLD CEREMONY

Ask each new member to put on a blindfold with the assistance of their sponsor.

I would like (each of) the new member (s) to place their left hand on the right shoulder of the (their) sponsor and follow the (their) sponsor to the front of the room.

_____, I have asked you to spend a few moments in darkness, because this symbolizes the life of the blind. You are doing something the sightless do every day of their lives. It is a reminder of the battle of the 1.4 million Lions members throughout the world to save sight.

Lions International was founded in 1917, 92 years ago, and today it is the world's largest service organization. The reason we have become the largest, has a lot to do with the blindfold you are now wearing.

Originally, there was no particular course for Lions to adopt and support - But some 9 years after Lionism was founded - A blind and deaf woman, by the name of Helen Keller, asked permission to speak before our International Convention. She asked the Lions to pick up her crusade and adopt Sight Conservation as a major project of Lions International. She did not realize the eventual impact of her plea when she asked: Gentlemen, would you be my 'Knights of the Blind', we have many problems to overcome and we cannot solve them alone - we need help!

Years later, after Helen Keller went on to become one of the most famous women in American History, she came back to the Lions International Convention with tears in her eyes, and said "Thank You, my Knights of the Blind. Little did I realize 25 years ago when I asked you to take up my cause, that I would find Lions, not only in America, but in China, Africa, and all the free countries of the world - all working for one goal – to eradicate the dreaded disease of Blindness."

At this time, I am going to ask you to remove your blindfold (s). Hopefully, you will never, in your lifetime, have to spend any moments beyond those you just had - in darkness !!

There are no secrets in Lionism. Our symbols, our goals, our purpose, are all open for all to see, and we take pride in explaining them to you.

First our Name: Although symbolized by the noblest of beast, our name in fact states our major concerns, Liberty, Intelligence, our nation's safety.

Secondly, our emblem: Which I ask your sponsor to allow you to hold as I explain its significance.

The large letter "L" stands for Law-Liberty-Labor-Love and Life. The letter "L" is placed within a circle, representing the unity of each individual member, each local Club, with Lions International and all Lions throughout the world. The letter "L" and the circle of unity are set against a background of purple, signifying Loyalty - Loyalty to

country, to friends, to one's self and to integrity of mind and heart.

Surrounding the purple circle is an exterior of gold signifying sincerity of purpose, liberality in judgement, purity in life, and generosity in mind and heart. Last, but not least, in the exterior of gold, you will find the heads of two Lions. One looks back, reflecting on our many past accomplishments, the other looks forward, indicating our constant readiness to seize the future, and make it our own.

Most importantly, there is the Motto of Lionism, two short, simple words which really say it all: WE SERVE, and we do serve Internationally, through our well known and highly successful efforts in aiding those individuals who are in distress, and we, as Lions and Lioness', also serve as individuals, quietly, without fanfare, each day of our lives, by evincing those qualities which make us Lions and Lioness'. Honesty, Integrity, concern for our fellow man, our community, and our world.

I would like to ask you at this time: Do you still desire to be a member of the _____ Lions Club? Answer with, Yes. then take a candle and light it from the International flame as an indication of your membership in this Lions Club.

This is the Light we hope you will shed on all those who need and look for your help. With the Membership in Lions Clubs International, comes the responsibility of furthering the Growth of Lions Clubs International. You will be on a constant watch for others that will share in our desire to

provide Service to others and invite them to join us.

I ask your sponsor (s) that having sponsored new members to Lions International is only the beginning of your responsibilities. Will you pledge to see that he/she is properly indoctrinated in the activities and functions of the Club and Lionism, a proper orientation (Club / Zone / Region) and also see to it that he / she becomes a good Lion, if so, answer, Yes.

At this time I now ask your sponsor to present you with your New Member kit and to pin on you the emblem of your organization. Wear it proudly, as you are now officially a member of the _____ Lions Club and Lions International.

_____, Lions Club, I now proudly present your newest member (s), Lion (s)

CEREMONY FOR INSTALLATION OF OFFICERS FOR LIONS CLUBS

Note: Before the meeting starts the Installing Officer (probably the Immediate Past President of the Club) should appoint someone to assist in the ceremony. This assistant should become familiar with the diagram and see to it that the incoming officers take their correct places in front of the dais.

INSTALLING OFFICER:

“My function today is to install the officers of this club for the coming fiscal year. Lion Secretary, have the officers to be installed been properly elected to their

respective offices? (The Secretary attests to the election) It is not my intention to instruct them in the details in their various duties. Their names will be filed in the office of Lions Clubs International, from which they will receive information and suggestions for carrying out their various duties. I know they can be depended upon to read and study this information carefully and to execute their duties faithfully.

“I shall, however, call each officer to the dais, and briefly outline the duties of the office so that the other Lions may know what to expect of that officer.

INSTALLING OFFICER:

“Lion.....you have been elected to serve as Lion Tamer. As such you will be in charge of and responsible for the Club’s property. You will see to it that the flags, gong, gavel and badge board are properly placed; that the Standard Organization Chart is displayed conspicuously at every meeting; and that the song books, favors and literature are properly distributed. You are to assist the past presidents as the official greeters, always welcome and introduce all guests and see that places are provided for all.

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

LION TAMER: “I will.”

The Tail Twister is called and takes a place next to the Lion Tamer. See diagram.

INSTALLING OFFICER:

“Lion.....you have been elected to serve as Tail Twister. As such you shall maintain harmony and encourage good fellowship, life and enthusiasm in the meetings. You shall impose and collect the fines at the

meetings (and shall use your best judgment when doing so). Much of the success of the meeting will depend upon your resourcefulness in promoting stunts, fun and laughter, making the members forget, for a time at least, their business and any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship. Will you perform these duties to the best of your ability?

TAIL TWISTER: "I will."

The Membership Director is called forward and takes a place to the left of the speaker.

INSTALLING OFFICER:

Lion.....you have been elected to serve as Membership Director and with two other members make up the Membership Committee. As membership director you will be a member of the Board of Directors.

Your office is important to the growth of your Club and Lions International. You and your committee are responsible for the development of your club's growth program, provide regular encouragement to your club's membership in the areas of membership growth and retention, arrange for orientation sessions and see to it that new members and their sponsors attend, provide suggestions on ways to retain members and reduce losses. You are also an active member of the District Governors Advisory and Zone Membership Committee, and as such, you will attend the quarterly advisory meetings in your zone.

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

MEMBERSHIP DIRECTOR: "I will."

Four directors are then called and take their places to the left of the speaker. See diagram.

INSTALLING OFFICER:

“Lions.....and.....you still have one year to serve as directors. Lions.....and.....you have been elected to serve as Directors on the Board for two years. With the other officers, you form what is termed the Board of Directors of the Club. Your position is important because you will assist in formulating and executing the policies of the club. All new business is considered and shaped by the Board of Directors of the Club.

“You will faithfully attend the regular and special meetings of the Board and give unselfishly of your time and effort to advance your club and Lions International. Will you perform these duties to the best of your abilities?”

DIRECTORS: “I will.”

Vice Presidents are called next and their places between the directors and the Tail Twister. See diagram.

INSTALLING OFFICER:

“Lions..(3rd Vice President), (2nd Vice President) and ... (1st Vice President), you have been elected to serve as Vice Presidents. What I have just said about the duties of the Directors also applies to you. In addition, you, in order of your office and presence, will substitute for the President when absent from any Club or Board of Directors meeting.

“Your position is more than an honorary one. In a Lions Club, the Vice Presidents shall, under the direction of the President, oversee the functioning of such committees as the President may designate.

“Will you, as Vice Presidents, perform your duties to the best of your abilities?”

VICE PRESIDENTS: “I will.”

Treasurer is then called and is placed just in front of the Third Vice President. See diagram.

INSTALLING OFFICER:

“Lion.....you have been elected to serve as Treasurer. As such you will be custodian of all club funds. Naturally you will deposit all moneys received in such bank or banks as are designated by the Board of Directors. You will assist the Finance Committee in preparing a budget. You will have custody and keep and maintain general records of club receipts and disbursements. Monthly financial reports will be prepared and submitted to your Board of Directors.

You will disburse funds only upon the direction of the Board of Directors. You will give bond for the faithful performance of your duties; this is for your own protection and in keeping with recognized and accepted business procedure.

“Will you, as Treasurer, perform your duties to the best of your ability?”

TREASURER: “I will.”

Secretary is then called and stands beside the Treasurer in front of the First Vice President. See diagram.

INSTALLING OFFICER:

“Lion.....you have been elected to serve your club as Secretary. Yours is one of the most important offices in the club. The success of your club will be determined largely by the efficiency with which you

perform the duties of your office. You are the President's right hand person. Under the direction of the President and the Board of Directors, you are the liaison officer between your club and Lions International and between your club and your District Governor's Organization. You will receive many communications from both. Through you, in the post of corresponding officer, it will be your duty to see that all communications are properly referred to your Board of Directors or to your club, as circumstances require or justify."

"Among your duties as provided in the Lions International Constitution and By-Laws, you shall submit regular monthly Membership and Activities Reports to Lions International, with copies to the District Governor, Region Chairperson and Zone Chairperson, on forms provided for this purpose by Lions International. You shall keep the general club records, including minutes of club and board meetings, committee appointments, officers' lists, attendance records, list of key members and list of members showing their classifications, address and telephone numbers. You shall collect from the members, and others, all moneys due the club, turning such funds over to the Treasurer, taking proper receipt therefore."

"The Treasurer's financial statement shall be given to the Board of Directors monthly, to the club quarterly, and to Lions International semiannually. As part of your monthly report to the Board, you shall include the names of members who are in arrears in payment of dues and those who have absented themselves beyond the attendance requirements provided in the Constitution and By-Laws.

"You are also an active member of the District Governor's Advisory Committee and as such you will attend the quarterly advisory committee meetings of your Zone. You will receive pertinent information from

Lions International intended to aid you in properly performing the duties of your office.

“Will you, as Secretary, perform such duties to the best of your ability?”

SECRETARY: “I will.”

The President is then called and stands between the Secretary and the Treasurer, two or three steps in front of them. See diagram.

INSTALLING OFFICER:

“Lion.....you have been elected to the office of President of your club, you are its Chief Executive Officer and will be expected to preside at all meetings of your club and regular and special meetings of your Board of Directors.

“It is your duty to appoint the Administrative and Activities Committees, in accordance with the Lions International Club Standard Organization Plan, and to act as an ex-officio member of each of these Committees. With your vice-presidents, you shall see to it that these committees function.

“You are also, with the club secretary and membership director, an active member of the District Governor’s Advisory Committee and as such you will attend the quarterly advisory committee meetings of your zone.

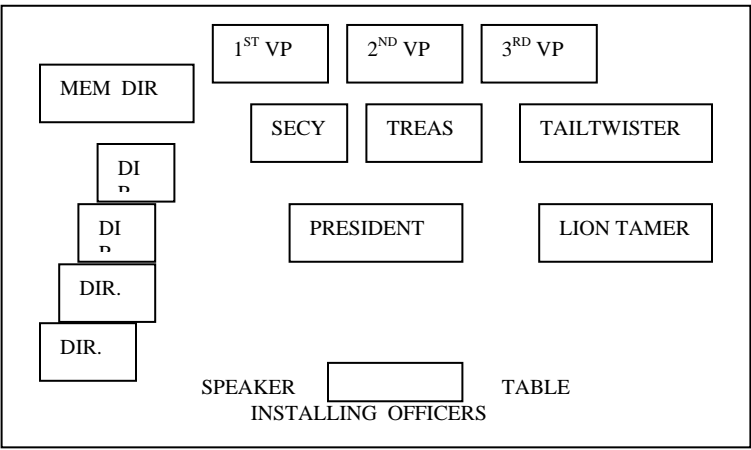
“Keep in mind that at the end of your term of office you will be called to give an account of your stewardship. Your record of achievement will then be history. This record in years to come will be compared with the records of other presidents. Your fellow members - not you - will be the judge and the jury. Now is the time to plan and take steps to continue to build your club in every way possible so that it may be an example to

other clubs, and a credit to the community, the district and to Lions International.

“Will you, as President, perform your duties to the best of your ability?”

PRESIDENT: “I will.”

Officers should now appear lined up in the following manner. See diagram on below.



INSTALLING OFFICER: (Addresses members of the Board)

“The policies and the achievements of this Lions Club will depend largely upon the actions of the Board of Directors of which you are members.

“You shall authorize all expenditures. Therefore, I caution you not to create any indebtedness beyond the income of the Club, nor disburse funds for purposes that are non-essential to the objects of the club.

“On your honor as Lions, do you individually and collectively, promise to stand by this club, live with it and work with it throughout the coming year; to take

such time as necessary to perform your official duties properly?

OFFICERS: "I DO"

INSTALLING OFFICER: (Requests the club membership to rise and addresses the club members)
"Fellow Lions, I want to call to your attention the fact that these Lions who have been entrusted by you with the club responsibilities for the coming year, have signified their intention to exert their very best personal efforts to make your Lions Club the kind of organization it should be.

"It must be remembered that the only way in which these new officers whom we are installing can most successfully carry on is for them to receive the fullest support of every individual member. As an individual, when requested by your President to serve on a committee, to perform some duty in Lionism, or to support your club in the many ways in which it will need your support, will you bear in mind that you members collectively elected these officers, and as a consequence, will you pledge to support them actively at all times?

CLUB MEMBERS: "I do."

INSTALLING OFFICER:

"It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

(All officers except the President may be seated; the gavel of the Club is presented to the President.)

"To you, Lion President, I hand this gavel, as a token of your club's esteem, love and confidence in you, and as

your symbol of authority. On behalf of the membership of your club, I want to assure you of their readiness to follow your leadership during your term of office.

“And now Lion.....it is my extreme personal pleasure to congratulate you upon the honor your club has conferred in electing you as its Chief Executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.”

NEW MEMBER INDUCTION CEREMONY

While it is customary for the Club President to induct new members, another member may also perform this duty...a former International or District Officer, or the Chairperson of the Membership Committee. Some clubs assign this ceremonial work to one senior member who conducts all initiation ceremonies. There can be variations to this induction ceremony such as using blindfolds or candles.

The President calls this meeting to order with these words:

“We are about to begin the Induction Ceremony which will welcome (number) new member(s) to the fellowship of the Lions Club of _____.

This is a most important occasion for these new members and for our club, and I sincerely request the attention and silence of the membership during this ceremony. Please withhold any applause or demonstration until it is completed. I will call the names of the new member(s) and their sponsor(s). As the names are called, will the sponsor(s) and candidates(s) rise and come forward.

(Here the President calls the names as follows:
Charles R. Brown, nickname Chuck, sponsored by Lion Walter Smith.)

When all candidates and sponsors are standing, the President says:

“Ladies and/or Gentlemen, on behalf of the officers and members of the Lions Club of _____, I express our pleasure at your presence at this meeting. You have been invited to become members and we are all happy and proud that you have accepted membership in our club and in Lions Clubs International.

“Membership in a Lions Club is a privilege. You are about to join the world’s largest and most active service club organization, a brotherhood of over 1,300,000 service minded people in over 45,000 clubs in 205 countries and geographical locations. This invitation is an honor, which is greater because you did not seek it. Your sponsor(s) presented your name(s); the Membership Committee recommended you and the Board of Directors approved you.

“You are aware of the Ethics and Purposes of our Association and of the work which Lionism is doing. I must impress upon each of you that the privilege of Lions membership also entails definite obligations. Lions Clubs International is not a fraternal, social or political organization. It is a group of people banded together to do things which you and I cannot do as individuals, a medium through which people of good will can serve their fellow human beings. The motto of our association and of our own club is “We Serve” and as you progress in Lionism you will discover the great satisfaction that comes from sharing in our effort.

“You have seen how Lions Clubs serve their communities and their neighbors who are blind, sick stricken and handicapped. This humanitarian work would not be possible unless people were willing to give their time and effort. Any member will tell you that this requires work....work to which you will be assigned and which we will expect you to do. Lionism is a cooperative

effort in which every member shares the load so that the load of less fortunate people will not be so heavy.

“The rewards of membership are great. You will enjoy the fellowship of the finest people in our community. You will be warmed by the thanks of the people you help; you will be thanked by the people of the community you serve. You will have the pleasure of working with other people and through committee service, of directing their efforts. You will see the problems of the community and as a Lion, be asked to assume leadership in their solution. Above all, you will find in your Lions club a medium through which you.....as good citizens and good neighbors.....can express to others the good will, which is in your hearts.

“The International Association of Lions Clubs as now constituted was conceived at a meeting in Chicago, Illinois on June 7, 1917 under the leadership of founder Melvin Jones. From that meeting came the Association’s first annual convention held October 8-10, 1917 in Dallas, Texas, with 23 clubs participating. By 1920 the Association doubled its membership and extended into Canada. By 1927 it extended into Mexico and China, becoming truly international. The expansion and growth of Lionism has continued steadily and with this growth, humanitarian service. Our past history today we ask you candidate(s) to help us carry the torch of Lionism and build a brighter future for all mankind. We ask you..... ”to serve”.

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you repeat after me, the Obligation of Membership:

“I (your name) in the presence of the members of the _____ Lions Club, take this solemn obligation to abide by the Constitution and By-Laws of the club and International Association 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 that I will practice the principles of the Code of Ethicsand the Objects of Lions International.

“You are now member(s) of the Lions Club of _____ . As your sponsor(s) place upon your label(s) the Lions Emblem which signifies this membership, I will ask them to repeat the Obligations of a Sponsor:

“I (your name) having sponsored (new member’s name) as a member of the _____ Lions Club do hereby agree to see that he/she is properly indoctrinated in the activities and functions of the club and Lionism I further pledge myself to the best of my ability to see to it that he/she attends all club functions and that he/she becomes a good Lion.”

“Fellow Lion(s), wear that emblem constantly with pride. Let me congratulate you and welcome you into the greatest of all service club organizations Lions International. On behalf of the club I now present you with this new member kit; it contains your official certificate of membership and more material which will help you get off to a good start in your life as a Lion. And now, from all the Lions in this room who are proud and happy to have you as member(s) of the Lions Club of _____ I want to hear for this new Lion(s) in our den a great big Lions Roar!!

ADDITIONAL THOUGHTS THAT MAY BE ADDED

Fellow Lion(s) we live in one of the great nations of the world. We have been blessed many times over and, in fact, most Americans live as well as the kings of old. We believe that with these special blessings come special obligations and responsibilities. These obligations and responsibilities are not payable in terms of money but they are payable in terms of service to others less fortunate than ourselves. We are here to build upon the efforts of others who are willing to commit themselves, their time and their efforts to the building of our community, our nation and our wealth.

For some reason, many people feel that all the things they have are their just dues. Most of us, however, recognize that it was through the efforts of many people and the labors and thoughts of many people that our nation and we, as individuals, attained this very special status in this world of ours. We are, therefore, ready and willing to return some of our riches back to others less fortunate than ourselves by being ready and willing to serve.

You will find that the Lions enjoy themselves. It is not all serious and it should not be. People of like minds gathering together should enjoy the company of one another and we do. You will find as you belong to Lions over the years that you can do a lot of good while having fun. Join in the Lions activities, both from the standpoint of fund-raisers, projects, and the meetings, but also during the social hours. Become our comrades and our friends. Walk with us, enjoy with us and live with us. The fellowship of Lions extends the hand of friendship and the opportunity to serve. Wear your pin proudly and always be proud with us of the title of "Lion".

INSTALLATION OF CABINET MEMBERS

I

My function today is to install the cabinet members for District 27-_____ for this fiscal year. It is not my

intention to instruct you in detail in your various duties. You will receive information and suggestions for carrying out your various duties from Lions Clubs International and from your District Governor. I know you can be depended upon to read and study the materials you receive and to execute your duties faithfully.

I will be asking the various groups or individuals to stand and I will outline the duties of the positions so that the other members of this cabinet may know what to expect from this position.

All the positions on the cabinet are important for the proper functioning of all Lionistic activities in this district. It is not one individual who determines if it is a successful year. Lionism is a team effort with everyone working together to make our communities better places to live and to help the less fortunate around the world.

1. ZONE CHAIRPERSON

-Would all Zone Chairpersons please stand

- The Zone Chairperson is sometimes referred to as representing the “grass roots” of Lionism. This person should be one who takes a keen and active interest in the affairs and health of each club in the zone.

- The duties of the Zone Chairperson are as follows:

To attend all regularly scheduled meetings of the district as provided for in the district constitution.

To serve as Chairperson of the zone’s District Governor’s Advisory Committee.

To hold three meetings of the District Governor's Advisory Committee annually.

To attend staff meetings at least bi-monthly with the Region Chairperson of his or her region to review and analyze the status of the clubs in the zone, including the service programs, membership status, attendance records, reporting delinquencies, financial problems and other pertinent club information.

Visit a regular meeting of each club in the zone within the first quarter of the term in office, reporting the findings to the Region Chairperson, particularly with respect to weaknesses discovered.

To suggest and implement methods for assisting problem clubs and for the formation of new clubs in the zone.

To guide and assist clubs in exchanging ideas on programs, projects, activities and methods of fundraising.

To know and understand the structure and function of the district organization.

To work in assuring that all clubs understand the programs of your district and Lions Clubs International by working in close cooperation with all District Committee Chairpersons.

I ask you now Zone Chairpersons, will you perform these duties to the best of your ability? Please answer:
I will

Thank you and please be seated.

2. REGION CHAIRPERSON

- Would all Region Chairpersons please stand

- The Region Chairperson is truly an assistant district governor and is chosen for leadership ability. The Region Chairperson is not an honorary officer but a Lion officer of first importance. Though many Region Chairpersons do not become governors, each should be qualified by personality and ability for the governor's job.

- The duties of the Region Chairperson are as follows:

To attend regular cabinet meetings of the District Governor, and the district and International conventions.

To hold staff meetings with the Zone Chairpersons in the region at least bi-monthly, discussing with them the status and health of each club in the region-covering such matters as service programs, membership status, attendance records and other problems, if any.

To attend a regular meeting of each club in the region at least once during the year. Accompanying the District Governor upon the occasion of the official visit shall not be counted in this regard.

To be prepared at all times to induct new members and install officers when requested by a club in the region to do so.

To work with the Zone Chairpersons in strengthening clubs in the region.

To encourage the development of new clubs.

To perform other duties as delegated to this Lion by the District Governor such as: assisting in district and club officer schools, supervising district committees and holding regional new member orientations.

I ask you, Region Chairperson, will you perform these duties to the best of your ability? Please answer: I will

Thank you and please be seated.

3. DISTRICT CHAIRPERSON

- Would all District Chairpersons please stand
- District Chairpersons are important to the district organization. They, along with the Zone Chairpersons and Region Chairpersons, will assist the District Governor in accomplishing his goals successfully during the year.
- The duties of each district chairperson are documented in guide books provided to each of you. The materials include the functions, responsibilities and suggestions on the operation of each position. There may be some district chairperson positions that do not have guide books as these positions may be unique to your district. These duties may be documented in your district constitution or in other materials available from you District Governor.

I ask you, District Chairpersons, will you perform the duties of your position to the best of your ability?
Please answer: I will

Thank you and please be seated.

4. CABINET SECRETARY-TREASURER

- Would Cabinet Secretary-Treasurer _____ please stand

-the duties of the Cabinet Secretary-Treasurer are as follows:

To keep an accurate and complete record of the proceedings of all meetings of the district governor's cabinet.

To forward copies of minutes within ten (10) days after each meeting to all members of the cabinet and the office of Lions Clubs International.

To collect from the clubs in the district the stipulated per capita dues.

To deposit funds in such bank or banks as are designated by the cabinet.

To disburse these funds only on authorization of the district governor's cabinet.

To give bond for the faithful discharge of duties in an amount set by the cabinet.

To submit a semi-annual financial report to the cabinet and such other special reports as may be called for by the cabinet.

To submit the books and accounts for audit whenever required by the district governor's cabinet.

To place in the hands of your successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary-treasurer, immediately following the end of the fiscal year.

To perform such other duties that pertain to the office of secretary-treasurer and as are delegated to you by the district governor and the cabinet.

Will you perform these duties to the best of your ability?
Please answer: I will

Thank you and please be seated.

5. **FIRST VICE DISTRICT GOVERNOR**

- Would First Vice District Governor_____ please stand.
- The First Vice District Governor is the chief administrative assistant to the District Governor. Specific responsibilities shall be to:
 - a. Further the purposes of the association
 - b. Perform administrative duties as assigned by the District Governor and accept and complete other duties as required by the International Board of Directors
 - c. Attend cabinet meetings
 - d. Preside at cabinet meetings and other meetings in the absence of the Governor and participate in Council Meetings as appropriate
 - e. Assist the Governor in identifying opportunities and challenges facing the District and in developing long-term strategies to strengthen and grow the District
 - f. Conduct Club visitations when requested by the District Governor
 - g. Work with the District Membership, Extension, Leadership Development and Convention Committees and assist them in reaching their goals for the year

h. Supervise other District Committees at the request of the District Governor

i. Participate in the planning of the following year including the District Budget.

j. Become familiar with the responsibilities of the District Governor

Will you perform these duties to the best of your ability? Please answer: I will

Thank you and please be seated.

6. **SECOND VICE DISTRICT GOVERNOR**

- Would Second Vice District Governor _____ please stand.

The Second Vice District Governor shall:

a. Further the purposes of the association

b. Work with other District Officers to promote membership growth, new club organization, and member retention

c. Attend cabinet meetings

d. Preside at cabinet meetings and other meetings in the absence of the Governor and the First Vice District Governor

e. Monitor the health of clubs by regularly reviewing LCI recap and membership reports; develop action steps to assist declining clubs in coordination with MERL teams and zone/region chairs

f. Assist in preparation of the budget and other matters to be continued in the following year

g. Supervise appropriate District Committees as requested by the District Governor

h. Accept and complete other duties as required by the Association's policy or as assigned by the District Governor. For example, conduct club visitations, offer assistance to declining clubs, work with the District Convention, LCIF and Information Technology Committees

i. Become familiar with the responsibilities of the District Governor and First Vice District Governor

Will you perform these duties to the best of your ability? Please answer: I will

Thank you and please be seated.

DISTRICT GOVERNOR'S CABINET

Members of the District 27-_____Cabinet, I hereby declare you installed into your respective positions. Congratulations to you all. Please support District Governor_____and make his year a successful one for Lionism and your district.

INSTALLATION OF DISTRICT CABINET OFFICERS & COMMITTEE CHAIRPERSONS

II

**District Governor_____ , Past District
Governor_____, Fellow Lions.....**

Lions Clubs International considers the proper installation of club officers to be important. We have all seen these ceremonies conducted at the club level.

The ceremony serves as a reminder to the Lions concerned that they have knowingly accepted their election to office or their appointment to a committee and that there are obligations attached to that acceptance. Therefore it is important that the individual Lion accepts these obligations at an installation ceremony.

At the International convention our District Governors are installed by the newly elected International President in a ceremony, which is, of necessity, somewhat brief and informal.

At the District level we have dedicated Lions who have committed themselves to work for Lionism and their District by serving as District Officers or as a Chairperson of one of the many committees required in a district organization. It is now the desire of Lions Clubs

International and our District Governor that these Lions also be recognized at an installation ceremony. That is my purpose today.

(Would the Lion whose name is called—please stand)

Cabinet Secretary-Treasurer Lion_____.

Your position is one of extreme importance to our District Governor & to the District. Your duties, at the direction of the District Governor, will include:

1. The handling of certain correspondence to and from Lions Clubs International, the Multiple District and the clubs.
2. Keeping an account of all district affairs by recording the minutes of all Cabinet meetings and the proceedings at District Convention.

3. Preparation and submission of per capita district dues statements to all clubs in the District.

4. Accounting for all monies received and disbursed on behalf of the district including the preparation of financial statements for presentation at Cabinet meetings and at District Conventions.

Cabinet Secretary-Treasurer _____, will you perform these duties to the best of your ability?
THANK YOU

District Governor _____, you may now confirm the installation of your Cabinet Secretary with the presentation of his/her badge of office.

VICE DISTRICT GOVERNOR(S) _____

Lions Clubs International has established your position in the district organization. This year you will assist the District Governor by performing such duties as he may assign. Your past experience as Club President, Zone Chairperson and Region Chairperson will be of benefit to you in the performance of these duties.

Vice District Governor(s) _____, will you perform these duties to the best of your ability? THANK YOU

District Governor _____, you may now confirm the installation of your Vice District Governor(s) with the presentation of his/her badge of office.

REGION CHAIRPERSON(S), please stand as your names are called.

Region 1 – Lion _____

Region 2 – Lion _____

Region 2 – Lion _____

Etc.

ZONE CHAIRPERSON(S), please stand as your names are called.

Zone__ - Lion_____ Zone __ - Lion_____

Zone__ - Lion_____ Zone __ - Lion_____

Etc.

Fellow Lions, you have been elected to serve as Region Chairpersons and Zone Chairpersons in your respective regions and zones. Each of you will have or will soon receive a Lions Clubs International publication designed to assist you in the performance of your duties. I strongly recommend its use to you.

As District Officers you will receive copies of your various clubs M Reports. Should these reports not reach you in time, you should be the first to find out the reason for the delay.

As influential members of the cabinet, you will be expected to present written reports concerning your region or zone to District Governor_____ at each Cabinet meeting and at the annual convention.

REGION CHAIRPERSONS_____, _____, _____,
etc.

You will assist the Governor at the Region level by attending all Cabinet meetings, all meetings of your Zone Chairpersons, and, if geographically possible, attend a meeting of each of the clubs in your region. You may also call meetings at the Region level if such were desired.

ZONE CHAIRPERSONS _____, _____, _____,
etc.

Your position is one of considerable importance. You are the District Governor's first line supervisors. He/she will find that your clubs will approach you first for a solution to any problem that may arise. You will be their confidante in all matters pertaining to the operation of each club.

You will conduct quarterly zone meetings and visit each of your clubs once or more during your term of office. In your position you will schedule Zone visitations and other Zone functions.

REGION CHAIRPERSONS _____

And

ZONE CHAIRPERSONS _____

Will you perform the duties of your office to the best of your ability? THANK YOU.

District Governor _____, you may now confirm their installation with the presentation of the Region Chairperson and Zone Chairperson pins.

Will the Chairpersons of the following committees please stand as their names are called. (see list)
You, as Lions, have consented to serve as Chairpersons of the committees named. You will receive information designed to assist you and to keep you informed both from Lions Clubs International and from the District Governor.

Will you perform you duties to the best of your ability?
THANK YOU.

District Governor _____, you may now confirm their installation with the presentation of the District Chairperson tabs.

Fellow Lions – The success of our district depends on the enthusiasm, vigor, and dedication of each of you as you jointly, and singly, perform with the committees you have consented to chair.

There is no doubt you will assist our District Governor in leading District 27 to a banner year.

District Governor _____, Fellow Lions; thank you for giving me the honor of conducting this installation.

CABINET INSTALLATION CEREMONY

III

Thank You, Governor _____

Let me first call forward all the Committee Chairpersons.

You have been appointed by your Governor to act as Chairperson of the various Committees of the District. Because of the wide range of activities for which you – as a group – are responsible; and in the interest of time it is not possible to list all of your duties; however, you are responsible to the Lions of this District and to your District Governor for the success of the program you have been made responsible for.

You duties are set forth

In the literature you have received from Lions Clubs International

In the Multiple District Constitution and By-Laws

In communications from your Governor

And by tradition within this District

If you are prepared to carry out the responsibilities of your office, Please answer “I Will” THANK YOU.

Next, I ask the Zone Chairpersons to come forward

You have been appointed by your Governor to the Office of Zone Chairperson.

As such, you shall:

Be the chief administrative officer of your Zone

Act as Chairperson of the District Governor’s Advisory Committee for your Zone.

Call regular meetings of that Committee and report on the results of those meetings.

Keep informed on the activities and well-being of all clubs in your Zone, reporting any problems to your Region Chairperson and the District Governor

Play an active role in the organization of new clubs.

And carry out any additional duties as assigned by you District Governor.

If you are prepared to carry out the responsibilities of your office, Please answer “I Will” THANK YOU

Let me now ask the Region Chairpersons to come forward.

You have been appointed by your Governor to the office of Region Chairperson. As such, you are responsible for supervising the activities of the Zone Chairpersons in you Region.

You shall play an active role in organizing new clubs, and in strengthening weak clubs

You shall assist and advise your Zone Chairpersons in carrying out their duties.

You shall also carry out any additional duties that may be assigned by you District Governor.

If you are prepared to carry out the responsibilities of your office, Please answer “I Will” THANK YOU.

Will the Cabinet Secretary-Treasurer please come forward.

You have been appointed by your District Governor to act as the Secretary-Treasurer for this District.

You shall keep a true and complete record of the proceedings of each and every meeting of the District Cabinet.

And you shall issue a report on such meetings to all members of the Cabinet and to Lions Clubs International within Ten Days.

You shall collect State and District Dues from each club in the District, and deposit them, along with any other funds collected for any reason whatsoever, in the depository selected by the District Cabinet.

You shall disburse funds only as directed by the cabinet

You shall present a Financial Report at each meeting of the District Cabinet.

You shall present your books and records for audit whenever requested by the Cabinet, and at the end of your term of office.

You shall carry out any additional duties as assigned by the District Governor or the District Cabinet.

If you are prepared to carry out the responsibilities of your office, Please answer "I Will" THANK YOU

Will the Vice District Governor(s) please come forward

You have been elected by the Lions of this District to the office of Vice District Governor.

It is your duty to familiarize yourself with the duties of the District Governor, so that, in the event of a vacancy or incapacity of the Governor you can assume the duties and responsibilities of that office.

Furthermore, this familiarization will enable you to better carry out the duties of District Governor next year.

You shall conduct Cabinet meetings in the absence of the District Governor.

You shall participate in the preparation of the District Budget.

You shall be actively engaged in all matters, which will be continued next year.

You shall support the District Governor in reaching his/her goals for the year.

And you shall perform such other administrative duties as are assigned to you by the District Governor or the District Cabinet.

If you are prepared to carry out the responsibilities of your office, Please answer "I Will" THANK YOU

Will the Immediate Past District Governor please come forward

There are no duties specified for the Immediate Past District Governor in either the International, Multiple District or District Constitutions or By-Laws.

However, they do specify that you are an active, voting member of the District Cabinet, and tradition and common sense spell out your duties.

It is your duty to advise the District Governor on all matters, but especially those that arose during you term of office as District Governor.

It is further your duty to give your Governor any and all assistance you can to make his year a successful one.

One of the major requirements for your office is diplomacy, for, in everything you do, it must be kept in mind that this year is not your year.

If you are prepared to carry out the responsibilities of your office, Please answer “I Will” THANK YOU

Will the District Governor please come forward

Governor _____, You have been elected by the Lions of this District to serve as District Governor this year. In doing so, they have indicated their confidence in your ability as a Lion and as a Leader.

You are responsible for everything that District 27 is or does this year.

As District Governor, you are an officer of Lions Clubs International.

You have direct supervision over each and every member of the District Cabinet.

You shall visit each and every club in the District during your year.

You shall serve actively as a member of the Council of Governors for Multiple District 27.

You shall carry out such other additional duties as are assigned by Lions Clubs International, The Multiple District 27 Council of Governors, and the District Cabinet.

If you are prepared to carry out the responsibilities of your office. Please answer “I Will” THANK YOU

During the coming year, it is important that the entire District Cabinet work together for the progress of Lionism in this District.

This is not a place for “Yes” Men and Women

When things are going well, it is nice to know it

When things are not going so well, it is extremely important that this be reported, so that the entire Cabinet can assist in solving the problem.

The Lions of District 27 are counting on you to do a good job this year

The Lions of Wisconsin are counting on you to once more provide Leadership for the entire State

I feel certain that you will not let them down

Let me now ask you all to turn around and face the wall

Let this be a graphic representation of the fact that we are all behind you

Thank You – You may now turn around

It is my Honor to present – for the first time- The Officers and Cabinet of District 27 for ____ - ____.

THANK YOU

THE INTERNATIONAL VISITOR

Publicity is an important consideration when anticipating a visit by an international official.

Communication with two audiences is essential:

- 1) Internal: Lions club and/or district members
- 2) External: the general public

Internal Communications

Announce to your club and/or district an international official's visit at least two to four weeks prior to the event. Prepare Lions to welcome the visitor by

familiarizing them with the official's biographical information. Write an article for the club and/or district newsletter/bulletin prior to the event. Include information in a program booklet created for the event and prepare your guest's introduction at the event.

External Communications

A visit by an international official provides a great opportunity for Lions to publicize their club or district activities. Encourage media to cover an event by presenting details in the format most preferred by reporters -- the news release.

Hand deliver or mail the news release to newspaper editors, and radio and television news directors, at least ten days prior to the event. Include a photo for newspaper editors. If a reporter is not present at the event, prepare a second news release containing brief highlights and distribute immediately following the event.

Type your news release, double spaced, on one side of your club or district letterhead. Be sure to include:

contact person's name and daytime and evening
telephone numbers

international official's name and title
occasion, time and place of visit

Before the Visitor Arrives

Provide advance information to the visitor. As soon as the official visit is confirmed by the Protocol and Itineraries Department at International Headquarters, write to your Lion guest and provide at least a tentative schedule for the meeting. Make clear which events he or she is expected to attend during the course of the meeting. When the final agenda is available, send your guest a copy, again making clear which events require attendance and, especially, participation. Make certain

the dress (formal, business, etc.) for each event is specified. If the guest is unfamiliar with the climate in your area, provide helpful information, such as “rain is common at this time of year, so you may want to bring both a raincoat and umbrella”. An unexpected range of temperatures for the period of the meeting is also welcome information.

It is helpful for the guest if background materials are provided regarding your programs and activities. Communicate fully and often. Keep in mind that local expenses are the host’s responsibility. Don’t expect your guests to pay for any special events (tours, golf, etc.) unless they have agreed in advance.

Meeting and Greeting Your Guest

Find out the itinerary of your guest ahead of time. If flying, be at the airport before the scheduled arrival time. Be prepared to carry and transport the luggage. If the guests are driving to the meeting, be certain they receive complete directions, including a map where necessary.

Arriving at the Hotel

Handle check-in and inspect the room thoroughly well in advance of your guests’ arrival at the hotel. Have some amenities in the room -- flowers, snacks and liquid refreshments are always welcome. Have a local newspaper or other publications about the area in the room.

When your guests arrive, take them to their room. Do not let them carry their own luggage. After they are settled in, you may want to go over their schedule for the duration of their stay, or at least make arrangements for doing so.

Make the Stay a Pain-Free Experience

Assign a Lion and spouse as full time hosts to your guests to make the visit successful. They must be escorted wherever they go so they arrive at the appointed time for scheduled activities. Don't make them have to find their own way. They should have the times of all activities and be informed of the proper dress for each. Make certain they have telephone numbers and/or room numbers of key Lions. Be sure that some free time is provided.

Departure

When it is time for the guests to depart, the same care should be taken as when they arrived. Handle check-out for them and arrange for luggage pick-up. Allow sufficient time for travel to the airport. Escort them all the way from the hotel to the airport gate, if possible. If there is a delay in their flight, stay with them until departure.

The above advice should be followed for Lion dignitaries who are invited to give the major address at charter nights, anniversaries and other special events.

OFFICER TIPS SO, YOU'RE GOING TO BE PRESIDENT

If you were recently elected to serve as your Lions Club President for this year or if you will become a president in the near future, here are a few suggestions on how to have a successful year in office. You may wish to keep these handy for easy reference.

1. Take advantage of the Lions Clubs International Web Site, www.lionsclubs.org, which continues to become more and more user friendly. Download the Club Officer Manual and the Club Resource Center which provides very essential information from job descriptions to suggestions for club management.
2. Know the facts. Be a walking encyclopedia of club, state and International Lionism. Don't depend on your "old timers" for the answers. As president of your club you be the authority.
3. Be two months ahead all year long. Allow sufficient time to handle any eventuality prior to each event. Don't assume anything. Check and double check each step of the way to the successful completion of the function.
4. Don't dominate your meetings; ceremonies, or functions. Though you are the president, don't let yourself become over exposed by needless explanations, lengthy speeches, endless preaching or poor introductions. Spread the assignments. P.S. Unless you are a pro, don't tell jokes.
5. Be prepared for a great deal of mail. Some will be of little use, but most will be vitally important. Open everything promptly. Do not stash unopened mail away for a two week hence meeting date. You could miss out on urgent Lions business that requires immediate attention.
6. Anticipate having your share of "people problems." Quite likely you will be faced with jealousy, fast fuses, hurt feelings and the like. For many of these problems, there are no solutions. You must simply learn to live with the situation and make the best of it. When you must resolve a problem, a compromise will often be more successful than a forced solution even if one party seems to be right.

7. Keep your directors' meetings under control. Use an agenda and encourage your directors to air the issues. Keep your meeting orderly. A good working knowledge of Robert's Rules will help.

8. When planning your year, retain what is good, add your contributions, and discard what is bad. Tradition for tradition's sake is for the birds. You don't have to continue with a poor procedure simply because it had been done that way for years.

9. Utilize your District Officers. From Zone Chairperson to District Governor, there is much talent in your District Cabinet. Also use the specialty Chairpersons well. It is a wise club that involves these people in the jobs they have been assigned to do.

10. Be punctual with the calendar and the clock. Whether it be starting meetings or sending in reports, be on time! Don't cater to the bad habits of your members. It may be rough in the beginning, but if you set the example.....and stay with it, they will soon follow.

11. Involve your past presidents. Keep them busy with inductions, installations and orientation assignments. This will make them part of your administration. Past presidents with nothing to do often form little groups which complain about things today while they talk about the "good old days."

12. See that your club answers all inquiries. Every letter deserves an answer, even if the answer is no.

13. Take advantage of your club supplies from International Headquarters. These include plaques, gifts, and awards, as well as a large assortment of identification items. Make your club known. Spread

the “L” on your highways, cars, tables and lapels. Let everyone know yours is a real Lions Club.

14. Be profuse with your compliments, praise and thank you’s. Never miss an opportunity to recognize someone’s contribution.

15. Be prepared to give considerably more than you’re going to get. Your club and your community will be the recipients of your year’s contribution. You might end up with a large measure of personal satisfaction from your accomplishments, but don’t claim it with “I”. Remember, the club did it!!

OFFICERS AND DIRECTORS (Board of Directors)

President
Secretary
Treasurer

1st Vice-President Tail Twister (Optional)
2nd Vice-President Imm. Past President
3rd Vice-President 2 Directors (1st year)
Lion Tamer 2 Directors (2nd year)
Membership Director

ADMINISTRATIVE COMMITTEES

Attendance
Constitution and By-Laws
Convention
Finance
Lions Information
Membership Program
Public Relations
Bulletin Editor
Greeter
Leadership Development

ACTIVITIES COMMITTEES

Citizenship Services
Educational Services
Sight Conservation and Work with the Blind
Health Services
Social Services
Recreational Services
Public Services
International Services
Hearing and Speech Action and Work with the Deaf

MEETING TIPS

There is a guaranteed method of making meetings interesting and well attended. No club that follows this format will ever have to worry about attendance and membership. We are not particularly smart; it's just that it works all over the world. Regardless what you may think about your town being different, etc., it isn't that much different. It is guaranteed to work in your club.

Follow the outlined steps exactly, with no deviations for six months.

Meeting format, (Times listed are example only.)

6:30 p.m. - - Sound bell for meeting start
(regardless of how many are present)

6:30:10 - - - Pledge allegiance to the flag, sing
America.

6:33 - - - - Table grace

6:35 - - - - Meal Time (it is at this time the Tail

Twister should be active. The Tail Twister's meal should be served about the time dessert is being served to the rest.)

6:55- - - - Introduce the program. There should be no excuse for not having an interesting program at EVERY meeting. Presidents, it's past time for you to lead if the program chairperson or persons as the case may be, don't have interesting, LIVE (not film), programs. Get a new committee chairperson now!! You appointed the committee; have the intestinal fortitude to replace the committee if they won't make an effort.

7:15 - - - Program ends and there is a short period (5 minutes) for questions and answers, if appropriate.

7:20 - - - Report from Secretary and Treasurer. Reading of minutes from Board meeting, financial statement and approval of same.

7:25 - - - Reports from committees. Mr. President, insist on reports from standing committees and special committees. After all, no report means no work on behalf of committees and little interest on part of members. If your club has no projects, then you are in serious trouble and you will be marked for failure, and sooner than you think. Also members will not stay around a club operating under phony principles. If you have no projects or plans in the working stage, you ARE operating under phony principles.

7:35 - - - Announcements from the chair. Presentation of a gift to your speaker. Not necessarily an expensive gift, but something to show your appreciation for providing a good program. This is courtesy and the practice will become noticed and programs will be much easier to come by.

7:40 - - - Adjourn. Make no mistake about it. Adjourn on time!! At this point, the meeting has been long enough. Members want to attend another meeting, go home and be with the family, or back to work for a short time. There is no excuse for running any longer. If it takes you longer than this, a poor meeting is being run and you NEED to CHANGE it. As in every -thing, there is an exception but only one I can think of. When the District Governor or other district or International officer furnishes the program, that is the program, and the entire meeting will surround that person. You may add ten minutes, but no more will be necessary.

SECRETARY DUTIES

The Secretary is the recording officer of the club as well as the liaison officer between the club and the District and between the club and International Headquarters. The Secretary's official actions are under the direction and supervision of the Club President and Board of Directors.

By thoroughly reading the International Constitution and By-Laws, the Secretary gains a good understanding of the operation of Lionism on all levels.

Specific duties are to:

- . Submit Membership reports monthly to Lions Clubs International and District Officers. LCI would prefer if these would be filed electronically
- . Collect all dues and other money owed to the club.
- . Keep member accounts.
- . Keep a record of credits which members have earned toward all awards.

- . Apply to International Headquarters for awards which members have earned.
- . Submit other reports that may be requested from time to time by the Board of Directors, the District Governor and other District Officers, and International Headquarters. (electronically if appropriate)
- . Attend the District Governor's Advisory Committee Meetings.

RECORD KEEPING GENERAL SUGGESTIONS

Record-keeping responsibilities of the Club Secretary vary with each Club and each President. To avoid confusion and misunderstandings, the Secretary should establish ground rules with the President as soon as they take office.

A good Secretary is prepared for anything. Some items, which will be useful, are:

- . The Club Secretary's Manual,
- . The Secretary's record book,
- . International Directory (If club orders one) and Multiple District Directory.
- . International Constitution and By-Laws
- . Local Lions Club Constitution and By-Laws
- . Constitution and By-Laws of the District and Multiple District

During the term, the Secretary will be expected to provide Lions with extra pins, cards for make up meetings, proposals for membership forms, and other forms and materials.

Funds raised through fund-raising projects sponsored by the club shall be used to finance club activities. Under no circumstances may the net income of funds raised from the public be used in any manner whatsoever for administrative purposes.

It is recommended that two bank accounts and two sets of books be established and maintained in the club:

- 1) for the administrative fund (dues, Tail Twister fines, door prize income, etc.)
- 2) for the activities fund (moneys from projects)

A Club Secretary should never supply a list of the Club's members to anyone without Board approval.

A Secretary's record book, designed to simplify the Secretary's task of keeping accurate and efficient records, is available from International Headquarters through Club Supplies at a nominal cost.

TREASURER

DUTIES

The Treasurer is the financial office of the Club, and the official functions are under the supervision of the Club President and the Board of Directors. The Treasurer, is a member of the Club's Board of Directors and normally Chairperson of the Finance Committee. Specific duties are:

- . Receive all moneys from the Secretary and other members and deposit the same in a bank or banks

recommended by the Finance Committee and approved by the Board of Directors.

- . Pay out moneys for Club obligations (only on authority of Board of Directors.)
- . Sign all checks and vouchers (and countersigned by one other officer to be determined by the Board of Directors)
- . Prepare and submit monthly and semiannual financial reports to the Board of Directors and International Office of the Association.

Receipts should be issued for all cash and checks received from:

- . Membership dues
- . Club supplies officer
- . Dinner meeting meals
- . Tail Twister/Lion Tamer fines
- . Profits from special fund-raising activity

All moneys from whatever source should be deposited in the bank intact. Payment should not be made from receipts of cash or checks for any purpose.

Disbursements

All payments should be made by checks drawn on one of the Club's bank accounts. A proper record should be kept of all payments with the supporting documents.

TAIL TWISTER

The Tail Twister should have little or no difficulty in performing the duties satisfactorily. He/she should keep their eyes and ears open and capitalize on all humorous situations or incidents, which arise, or about which have been learned from other members.

As a self appointed ex-officio member of the Greeters' Committee, the Tail Twister will help create fun prior to the meeting, fining those who arrive late or who fail to wear their badge or Lions button, or who do not properly register their guests.

Suggestions for Fines

An observant Tail Twister usually can find enough reasons for assessing fines without resorting to fining for imaginary offenses. A double purpose is accomplished if a laugh is obtained from a member fined: that of creating fun and amusement, and of leaving the offender in good humor.

The Tail Twister can arrange for increased fellowship and better acquaintanceship among the members by seeing that the same group is not allowed to sit together meeting after meeting.

Money collected can be used for whatever purpose agreed upon by the club's Board of Directors. Fines are an excellent way to defray administrative expenses.

Additional Suggestions

To increase the administrative fund of the club a raffle may be conducted at each meeting among the members on a volunteer basis.

The Lion who refers to another member as something other than "Lion" invites a fine. All members are "Lions."

In short, a good Tail Twister is seldom at a loss for reasons for fining members. But assessing and collecting fines is only a part of the Tail Twister's job. When fun and amusement and good fellowship are created in addition to collection of fines, the job is complete. The Tail Twister is an officer of the club and a member of the Board of Directors.

The good Tail Twister keeps an alert eye on the head table during the entire program and avoids letting the activities interfere at any time with the progress of the program.

Other Possible Tail Twister Duties

Assist the Program Committee: Since the powers of a Tail Twister are operative at the club meeting more than any place else, he or she will naturally be concerned with the type of programs the club has. They will want them as interesting and varied, as it is possible to make them.

Assist the Attendance Committee: Whenever the attendance at the meetings is large, the Tail Twister will have greater opportunity to do the job. He or she will, therefore, be interested in the manner in which the Attendance Committee does its job; and will do everything possible to stimulate attendance at the meetings.

Assist the Lions Information Committee in its effort to inform the club members on activities of Lionism by holding informal quizzes, either oral or written.

Assist the Membership Committee: A genuine service to the club is performed by keeping a lookout for those members who are reserved or shy, and adopting appropriate means of getting them acquainted with other members. This will be of inestimable help to the Membership Committee in its efforts to assimilate new members.

Assist the Finance Committee: By giving a humorous twist to an announcement concerning dues which are payable, the Tail Twister can often help the Finance Committee or the Secretary, making it unnecessary for them to make repeated requests for payment.

Assist the Convention Committee: The Tail Twister is in a good position to publicize certain humorous happenings during the last convention, or on the way to or from it. Interest can be created by telling about the good times had by those who attended; by giving publicity to those who plan to attend; and by urging others to do so. Stunt suggestions are available from International Headquarters upon your request.

PUBLIC RELATIONS CHAIRPERSON IDEAS

What Makes News

The first question you should ask yourself before proceeding to publicize an activity is: Will non-Lions be interested? Here are some possibilities:

- . Lion sponsored community projects.
- . Donations made to local organizations or individuals.
- . Sight and/or hearing conservation clinics.
- . A fund-raising walk or run.
- . Environmental projects such as clean-ups or tree plantings
- . Visits of International Directors & Officers.
- . Support of other service groups, clubs or scouts.
- . Youth Exchange visitors.
- . Dedications of new buildings and/or facilities in

- community.
- . Election of club officers and directors.
 - . Sponsorship of local bands.
 - . Community Awards Programs.
 - . and many, many more.

Materials available from LCI's World Wide Web
(www.lionsclubs.org)

Video Presentations: A variety of videos on many aspects of Lionism are available for purchase from Club Supplies.

Slide Programs: A number of 35mm slide presentations with cassette tapes and scripts are also available.

Photographing Lions Activities: This pamphlet illustrates and explains how to take photos of reproductive quality.

Pay For It:

A news story that deserves Community attention will be used without cost to you. Advertising is a different situation.

Do not expect the news media to run advertising for you free. If you are promoting fundraising events supplement the news stories with paid advertising (or visa versa). It will not only build good will with the media, but with the public as well. Also when you buy the ad you will be able to say exactly what you want to.

Give It Your Best Try

As Club Public Relations Chairperson, you are primarily concerned with promoting your club and Lionism.

People are curious. If you don't tell the facts promptly when something is happening in the Lions Club, there is always the risk that an over-enthusiastic imagination somewhere will really foul you up.

K.I.S.S. (Keep it short - simple)

- . Type it, or use email, if at all possible.
- . If handwritten, be sure it is readable. If in doubt, print.
- . Put your name and phone number at the upper right corner, in case they need more information.
- . Find out whether or not your paper is printed using the offset method. Regular black and white photographs (Polaroid's may be used.)
- . Photos that show action are always preferred to those that do not.
- . Get as close as possible to the action.
- . Identify the photograph completely. Write or type on a separate sheet of paper, the names and title of each person shown, from left to right; the occasion the subject was photographed, location, date and name of club.

Why Should We Publicize??

To help improve the relationship among and between members of your club by keeping more members informed about what's happening in your club.

To help get bigger crowds to attend and participate in your fund-raising activities.

To help create a relationship with the mass media (newspaper, TV, and radio) conducive to spreading the word about what good community servants your clubs and Lions International are.

SUGGESTIONS TO LIONS CLUBS SPONSORING NEW CLUBS

The definition of a "Sponsoring Club" is a Lions Club, which assists in the organization and Charter presentation of a new Lions Club, and helps assure its success by continued contact, interest, counsel and advice.

The most critical time for a new club is its first years. Therefore, District Governors are encouraged to appoint two Certified Guiding Lions to:

guide the new club through its first years of operation, including orienting new club officers, motivating and supporting the new club, and retaining members

Following their tenure, Certified Guiding Lions are eligible to receive the Guiding Lion Pin. A Guiding Lion Patch will go to the club where the Certified Guiding Lions are from.

In accepting the responsibility of acting as sponsor for the new club, it is assumed that the President will pledge moral support, as well as that of the club members, to render every assistance toward making the club they have sponsored successful.

It may be well to remember at all times that the Lions of the new club are not thoroughly familiar with regular Lions Club procedure, or what is expected of them. Therefore, to be of guidance, a suggested program of the duties of a sponsoring club follows:

1. After the organization meeting of the new club, it is recommended that the Certified Guiding Lions assume full charge of the new club's first regular meeting. At this meeting the President and Secretary of the sponsoring club should be present: the President to preside at the meeting, the Secretary to record the minutes. The sponsoring club should furnish the entire program, and to make it a real Lions meeting should make sure that its Tail Twister, Lion Tamer, Song Leader and Pianist perform their duties. NOTE: This plan is very effective in familiarizing the new club with the regular Lions Club meeting procedure.

2. During the week the new club's Charter Night is to be held, it is recommended that the sponsoring club forego its regular meeting and turn out en masse, with spouses, at the Charter Presentation.

3. Many sponsoring clubs have thought well of the idea of making a presentation celebration. (Suggested gifts: gong and gavel, set of Lion's flags, large national flag.)

4. The Certified Guiding Lion(s) should attend every meeting of the new club for a period of at least two years

5. The President of the sponsoring club should tell the new club president about all the advantages of holding regular Board of Directors meetings, and the desirability and importance of starting the club out right by holding regular meetings of the Board at least once a month. The thought that all club business is properly

handled by the Board, and not in the club meeting, should be impressed upon the new President.

6. The sponsoring club secretary is to offer counsel and advice to the new secretary as to keeping of records, ordering supplies, and other attendant duties.

7. The Program Chairperson and other members of the sponsoring club are urged to cooperate with the new club in suggesting programs, especially for its first few meetings. Likewise, the sponsoring club's Attendance, Membership, Finance and Lions Information Committee Chairpersons can offer valuable suggestions to these committees as set up in the new club.

8. After a period of four months has elapsed, it is recommended that the sponsoring club adjourns one of its regular meetings and arranges a joint meeting with the new club. Then the new club, shortly thereafter, can reciprocate.

recommended that the sponsoring club give its assistance in setting up an anniversary party, at which all of its members are to be present.

10. The sponsoring club is to make sure that at least two members attend all Zone meetings and the next convention (sub or multiple district) and to encourage attendance at all conventions; costs to be paid by sponsoring club if they feel it is necessary.

IMPORTANT: A Lions Club which attends only the Charter Presentation Meeting of a new Lions club is not considered a sponsoring club. Therefore, no special recognition is given to these clubs.

CHARTER NIGHT GUIDELINES

It is the belief that Charter nights are one of the most important events in Lionism. It is here that the Charter Members and their spouses get their first impression of our organization.

Here are some things that must not be overlooked:

1. Check with the Charter Night Chairperson of the new club as to where the Charter will be held. Make sure that it has good lighting, ventilation, a PA system and adequate seating room including space for a head table of adequate size. Also make sure that programs are being printed. Check with the Charter Night Chairperson about a gift for the speaker. Have all Charter Members bring a small gift to be raffled off. Either your or the sponsoring club have two or three larger gifts for the raffle or a Chinese auction.
2. Check with the District Governor - make sure that the District Governor has arranged for a Master of Ceremonies and a speaker (both of whom should be Lions). Make sure the District Governor has confirmed the date and place with them in writing. If they have traveled a great distance to get there, find out if they need a room for the night.
3. It is the responsibility of the Master of Ceremonies to see that the meeting starts on time and continues smoothly. Consideration should be given to those that traveled a number of miles to attend. The MC is not the highlight of the evening. Conduct should be in a fashion that will not distract from the speaker's message. The MC is there to contribute support to the speaker. The MC should be at the meeting place early enough to check the microphone, get acquainted with the speaker if the MC has not met the speaker and get all material such as gifts and presentations in order.
4. Tail Twisters: There should be a specific time for tail twisting and then it should be curtailed. Tail twisting can be done with some dignity and still be entertaining.

5. Charter Members: The new members should be made to feel welcome and a part of the group. The sponsoring club, zone Chairperson, region Chairperson and guiding Lion might introduce themselves to visiting Lions during the social hour. Let us tell them they are important and demonstrate the hospitality that generally prevails at a Lion's function. Name cards should be provided for new members, visiting Lions and Ladies to facilitate this.

6. The person in charge of the Charter Night:

- a. Should arrive early.
- b. Should check head table seating and get the first names of everyone.
- c. Should find out from the District Governor what Cabinet members are present and get their Spouses names as well as current and Past International Directors and Past District Governors and their spouses. This information should be turned over to the MC.
- d. If there is a social hour, make sure it is not too long and that the bar is closed during the program.

Remember, you are in charge. Make sure things are done properly. It's all right to have some fun and foolishness but remember, Charter Night is a serious occasion. Be prepared to cope with any situation. For example: Keep the Tail Twisters in line by not having too many or too large of fines; perhaps a maximum of \$1.

7. At the time of the organizational meeting it will be determined by the District Governor and the sponsoring club who will be sending out the charter invitations. Invitations should be sent to the District Governor and

Cabinet members, Council of Governors, State Executive Secretary, all clubs in the district, all charter members and the guiding Lion. The cost if mailed from the District office is to be reimbursed by the District Governor who in turn may collect from the charter night profits or the sponsoring club.

CHARTER PRESENTATION BY DISTRICT GOVERNOR

Charters from time immemorial have been grants of authority and of sovereign rights. Such was the great charter of all time, the Magna Carta. The charter of the International Association of Lions Clubs is an evidence of faith, a bestowal of confidence that under the purple and gold of Lionism the laws of our land, the principles of peaceful brotherhood, the uplift and upbuilding of city and community will ever go forward. The charter is a right of sovereignty. It is a pledge to support the colors and objects of Lionism, authority for the pro-motion of the principles of good government and good citizenship. It likewise develops an active interest in the civic, commercial, social and moral welfare of a community, in the development of a spirit of unselfish service, in the encouragement of efficiency and of high ethical standards, as set forth in the Lion's Code of Ethics.

Lionism is a modernized story of love for one's fellowman. But it does not stop at that. It inculcates a desire for the improvement of the community, stimulating and developing recreation and community centers, increased opportunities for employment, factories, varied local industries and watchfulness of moral conditions. It stands decidedly for good citizenship, for cleanliness, effective administration, economy, and the development of collective interests.

It is now my pleasure, as the representative of the International Association of Lions Clubs to place in your

hands, Lion President, for safe keeping, the authority for this club, its charter. This charter conveys the best wishes of the International Officers and Directors, as well the Officers of the District.

This charter is granted under the provisions of the International Constitution, supplemented by the By-Laws of this District: and while the laws are broad, carrying but few restrictions should be heeded. In all government there must be laws for safe conduct.

Upon this charter appear the seal of the International Association of Lions Clubs, and the adopted colors of the Lions - Purple and Gold. The members of this club, in taking membership, have given proof of their devotion to country, have shown the spirit of good citizenship, have professed a loyalty to the ideals of good government and it is my sincere hope that no Lion may ever default in his allegiance to those ideals.

Purple was the color of robe worn by Christ at the time of his crucifixion, and purple the canopy of the Royal Chariot of King Solomon. The color has been adopted by Lions International because it represents royalty, nobility of character.

Gold is likewise a royal color; it is emblematic of the sun and its rays. Surrounding the pictures of the Christ, the aura is emblematic of the rays of deity, the sun. Gold is significant of health, happiness and harmony. There is a legend in that Jupiter lowered from heaven a golden thread, to draw up men's souls to a final abode.

Purple and gold embody the principles and purposes of Lionism. May our colors always be predominant in all affairs of this club; not above the colors of our country, but as associate colors: the combination of the colors standing for a good for all, and all for good.

I take great pleasure, Lion President, in presenting to you the charter for the Lions Club of _____ of District _____.

SAMPLE CLUB PRESIDENT CHARTER ACCEPTANCE SPEECH

The charter acceptance speech, delivered by the charter club president, sets the tone for the new club. Adapt the speech to meet your needs.

District Governor _____, visiting Lions and honored guests, it is a distinct honor for me, as president of the _____ Lions Club, to accept this charter on behalf of my fellow Lions. I would like to express our sincerest gratitude on officially becoming members of The International Association of Lions Clubs, the world's largest humanitarian service club organization.

We are honored to be included in this great association, and eager to begin our humanitarian service to our local and world communities. Our club members fully accept our responsibilities to the association and most important, our community. We will use the association's motto, "We Serve" to guide our community service and will strive to help wherever there is need.

We are anxious to work closely with our fellow club members as well as others within the community to meet our service initiatives. We are looking forward to the fellowship, teamwork and personal satisfaction the we will gain through our membership in the _____ Lions Club.

As president of the _____ Lions Club, I humbly accept the responsibilities of my office. In doing so, I pledge to you, the members of my club, my full cooperation, as well as that of my fellow club officers. In turn, we ask for your support, help, loyalty, and of

great importance, your attendance at club meetings and your participation in club fundraising and service initiatives. Together, we will be able to make a difference in the lives of the less fortunate, and in our own lives, as we gain personal and professional skills that will last a lifetime.

May our actions prove that the _____ Lions Club is a valuable asset in our community. May we, as Lions, demonstrate the true meaning of our motto: We Serve.

Thank You.

CERTIFIED GUIDING LION

The Certified Guiding Lion's responsibility is to :

1. Attend all meetings of the new club for two years.
2. Make sure the Sponsoring club is performing its duties.
3. See that the club has at least one program per month.
4. Make sure that at least one fundraising project, one working project and one money spending project are held during the first year.
5. See that the club has an increase in members or personally bring a Lion into the new club.
6. Know the difference between being a guide as opposed to a dictator.

WHAT IS A LION?

I was born in 1917, the International Charter is my birth certificate. The bloodlines of the world run in my veins. I am many things and many places.

I remember communities where service to ones fellow man was unknown. When the challenge came, I answered, in community after community until today I am _____clubs. I am_____ living souls and the ghosts of thousands who have lived and died just for me. I am big, I sprawl to all corners of the free world. _____nations and geographical locations embrace my banner.

I am parts of the world throbbing with industry. I represent farms, forests, mountains and deserts. I am in quiet villages and cities that never sleep.

You can look at me and see the golden rule. You can see me in the lights of Christmas and appreciate my Yuletide baskets to the needy. I am a leader dog, a white cane and a business opportunity for the blind. I am a pair of glasses or an operation for the near blind. Sight conservation is uppermost in my mind.

I am greatly interested in the schools and colleges in this great nation of yours and mine. In the many churches where my people worship God as they think best. I am a ballot, dropped in a box, the roar of a crowd in a stadium and the voice of a choir in a cathedral. I am an editorial in a newspaper and a letter to a congressman because my slogan is, Liberty, Intelligence, our Nation's Safety.

Yes, I am a Lion, and these are the things that I am. I was conceived in freedom and God willing; in freedom I will spend the rest of my days.

May I possess always, the integrity, the courage and strength to keep Lionism unshackled, to remain a citadel of freedom, and service, also a beacon of hope to all parts of the world for my motto is "WE SERVE"

FIVE QUESTIONS AND ANSWERS TO HELP YOU SELL LIONISM

Each prospect for Lionism should be told the Lions story, what Lions are doing for their respective communities and their neighbors.

1. What is a Lions Club?

A Lions Club is a group of people banded together to do things for their community and to aid the blind, crippled and handicapped and many other things which you and I cannot do as individuals.

2. How will our town benefit for a Lions Club?

A Lions Club and its members serve their communities through many civic activities, such as parks, playgrounds and improvements, Boy Scout and Girl Scout activities, and many others. A Lion Club help their neighbors who are blind, crippled, handicapped, poverty stricken and even disaster stricken. This great humanitarian work would not be possible unless people are willing to give their time and effort to the cause.

3. What can we expect from a Lions Club? Is it a service club or social organization?

The motto of this great International organization and each of our own clubs is "WE SERVE" and as each member progresses in Lionism they will discover the great satisfaction the comes from a share in its effort. It is a medium through which people of good will can serve their fellow people. Lionism is a cooperative effort in which every member shares the load so that the load of other less fortunate people will not be so heavy.

4. Besides the humanitarian effort what will I get out of it?

You will enjoy the fellowship of some of the finest people in your community; you will learn about your neighbor's problems and lighten your own by sharing theirs. You will be warmed by the thanks of the people you help, you will be thanked by the people of the community you serve, you will learn the fun of working with others and through club committees service, of directing their efforts. You will see the problems of the community and, as a Lion, be asked to assume leadership in their solution. Above all, you will find in your Lions Club a medium through which you as a good citizen and a good neighbor can express to others the good will which is in your head.

5. How many Lions Clubs are there? Can I join anytime I want to?

Membership in a Lions Club is a privilege; its membership is formed by invitation only. It is the worlds largest and most active service club organization, a fellowship of over 1,300,000 service minded people in over 45,000 clubs in 205 countries and geographic locations throughout the free world. Your prospective club will be sponsored by another Lions Club in your neighboring town. They will work with you to make your club successful. All clubs in your District will cooperate to make your club a going organization. Compare this with a local commercial club. They have no other ties or cooperation, no other experience except what they themselves have developed, meetings that are irregular, only when they are in urgent need. Lions Clubs meet regularly have interesting programs for community betterment, and they stand vigilant to help their less fortunate neighbors who are in distress. Also, Lions Club meetings have outstanding speakers and entertainment which makes each member eager to attend.

If you are invited, join your Lions Club today, you'll be glad you did.

SUGGESTED QUESTIONNAIRE FOR CLUB SELF-ANALYSIS

Answer yes or no to the following questions:

Do meetings begin and end on time?

Does the president follow an agenda which includes flag salute, invocation, singing, tail twisting fun?

Is the food good?

Is the cost of the meal reasonable?

Is there a good program at each meeting?

Does club secretary give names of absent members to attendance Chairperson?

Does attendance Chairperson contact members who have missed more than one meeting?

Does the club perform a variety of projects during the year?

Do the club officers caution members to propose only service minded people for membership?

Do you discuss the principles of Lionism and the duties of membership with prospective members before they are inducted?

Are you requested to fill out "Proposal for Membership" before inviting a friend to join, to avoid possible embarrassment if the person is not accepted?

Is the ceremony for induction of new members impressive?

Is each new member given printed material concerning Lionism?

Do club members make a special effort to be sure new members feel a part of the club?

Does every sponsor have the responsibility to see that the new member attends and remains active?

Is special recognition given new members or their spouses on Ladies Nights?

Does your club announce and enforce attendance rules?

Does your club present attendance awards to members who have perfect attendance records?

When a member has missed several meetings, do you genuinely welcome them back?

Does club committee Chairpersons make progress reports to the club periodically?

Are you assigned to an active committee?

If so, are you active on this committee?

Does your club receive good publicity for projects?

Does the club publish a good bulletin monthly?

Does your club visit other clubs in the Zone?

Does your club have a contest or other programs to promote 100% attendance?

In your opinion, are dues sufficient to cover club expenses?

LIONESS CLUBS STATEMENT OF PROTOCOL

Lioness Functions

Since Lioness Clubs and/or Affiliate Districts often invite Lions representatives to attend and participate in their functions which are not covered in Lion's protocol guide these guidelines are given to help in the planning of such functions.

Lions Functions

With respect to Lions Club, District, and/or Multiple District functions where the respective Lioness Club, Affiliate District and/or Multiple District Officers are present, the individual responsible for Lions protocol would also be responsible for Lioness protocol. Although the Lioness officers need not be seated at the head table, protocol demands that they stand and be recognized as part of the introductions.

Club Function

At a Lions Club function where the sponsored Lioness Club President and/or officers are in attendance, they would be introduced after the Lions Club officers are introduced. If these Lionesses are seated at the head table, they should be seated in order following the Lions Club officers.

District Function

At a Lions District function where an Affiliate District has been established and the Affiliate District President and/or officers are in attendance, they should be

introduced after the Lions District officers are introduced. If these Lionesses are seated at the head table, they should be seated in order following the Lions District officers.

Multiple District Function

At a Lions Multiple District function where an Affiliate Multiple District has been established and the Affiliate Multiple District President and/or officers are in attendance, they should be introduced after the Lions Multiple District Officers are introduced. If these Lionesses are seated at the head table, they should be seated in order following the Lions Multiple District Officers.

Protocol in General

Please refer to the beginning of this booklet for general information on protocol. Specific questions regarding protocol for Lioness Clubs which are not covered can be directed to your District Governor.

LEO CLUBS

RELATIONSHIP BETWEEN LIONS AND LEOS

Leo Clubs are a sponsored affiliation of Lions Clubs. The sponsoring Lions club is responsible for guiding 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.

1. A Lion is appointed to serve as an advisor for the Leo club. He/She should attend each Leo club or Leo board of directors meeting.

2. The Leo club advisor serves as a mentor to the Leo club and its members.
3. The Leo club advisor should be on the sponsoring club's board of directors. This person acts as a liaison between the two clubs.
4. 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.
5. At a Lions Club function where the sponsored Leo club president and/or officers are in attendance, they should be introduced after the Lions club officers are introduced. If these Leos are seated at the head table they should be seated in order following the Lions club officers.
6. At District or Multiple District functions, if the Leo club officers are in attendance, they should be introduced after the Lions have been introduced. If these Leos are seated at the head table, they should be seated in order following the Lions officers.

Invocations (General)

Lord, hear our voice. Grant us strength and courage as we seek to serve mankind; strengthens our foundation of International goodwill. Continually remind us that we are here for the betterment of others, and, in so doing, sustain us in sincerity and purpose. Help us

all work to be successful in our obligations and in our responsibility to Lionism. AMEN

Almighty and Eternal God, bless the Lions and guests assembled here this evening/day, bless the food that we receive and give us wisdom and understanding that we may uphold the principles of Lionism. Help us to pursue with energy the Objects and Ethics of our Association; let us all maintain our simple purpose to serve people by giving our aid to the sick, the deaf, the blind, the afflicted and the needy. AMEN

Almighty God, we give thanks for our health of mind and body and for the bounty which we enjoy. We thank you for the freedom of our blessed land, and pray that it will ever be. Grant that our service to mankind may bring more understanding and peace to his troubled world. AMEN

We are a Lions band, O Lord,
Who sit down to festive board,
To partake of the food you give
In order that we may live
To do a very noble deed
To help our fellow man in need.
Bless the cause, for which we stand,
Bless our homes and our fair land.
Your gracious guidance is all we ask,
Please help us in our daily task. AMEN

Lord, make us an instrument of your peace.
Where there is hatred, let us sow love,
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light; and

Where there is sadness, joy. AMEN

Lord, help us in our efforts to aid those who are blind, deaf, afflicted, and needy. Guide us also in our endeavors to create and foster a greater understanding among all peoples of the world so that we may truly say "Lionism is love and compassion". AMEN

Gracious God, we give thanks for the privilege of being able to come together for a common purpose- to help improve the quality of life in our communities. Help us to be considerate of one another's point of view, and to recognize that, although we may not always speak with one voice, we are all striving for common purposes. May we, at the end of the day, safely return to our homes with renewed enthusiasm for the task ahead. AMEN

**Opening Region/Zone Meetings,
Cabinet meetings, Conventions, etc.**

Lord, as we commence this meeting, we pray that the true spirit of Lionism shall prevail and that the decisions made this day will confirm the aims of our Objects and Ethics. May we, as Lions, leave this session fully aware that our actions and deliberations will benefit, not only our community and our nation, but also all mankind. AMEN

Almighty God, grant us the wisdom to make decisions that will enable us best to serve those in need. Grant that we may again renew our dedication and our resolution to continue the work of Lionism with energy and drive.

Lord, make us instruments of your peace;
Where there is hatred, let us sow, love;
Where there is doubt, faith;

Where there is despair, hope; and
Where there is sadness, joy. AMEN

Invocations

When there are visitors and/or guests...

Lord, as we Lions gather this day, we give thanks for this food and for the opportunity to meet with our visitors and invited guests; We pray that further knowledge and understanding of our fellow citizens in all walks of life will serve to advance the objectives of Lionism. AMEN

For a changeover event...

Lord, we give thanks for this days dinner and for the blessings this Club has received over the years; we pray that our new board will be wise in its decisions in the coming year, and so advance the objectives and goals of Lions Clubs International; we pray also that all members of our Club may co-operate with each other so that our service to mankind will bring more understanding and peace to this troubled world. AMEN

For a Club election event....

Lord, on this occasion when we elect our Board for the coming year, we give thanks for this meal and for the opportunities we have been given to provide community service during the past year; We pray that those who are elected will grasp their chance to contribute to all the activities of our Club and to improve the welfare of the community through Lions service. AMEN

Induction of a new member...

Lord, as we Lions meet, we offer thanks for this meal, and for the new member(s) who will be inducted into our Club and into our International organization. We pray that this induction ceremony will serve to help our

new member(s) find fulfillment in serving the community through our Lions organization. AMEN

Invocations

If the Club is going through a rough patch...

Lord, we give thanks for this meal, and for the opportunities our Club has had to assist our community;

1 (or)---We pray that our members will increase their awareness of the opportunities, which become available to do good within the community which we serve. AMEN

2 (or)---We pray that our members will grow in understanding of each other's so as to be better able to spread goodwill throughout our community. AMEN

3 (or)---We pray that we will readily recognize the goodwill which exists in our own membership and in the members of the community who assist us in our service. AMEN

Following the success of a recent project....

Lord, as we Lions meet today, we give thanks for the meal we are about to receive, and for the success of our recent/current _____ project; We ask that our participation in this project will increase our understanding of the needs of the community which we serve, and our appreciation of, and regard for, each other. AMEN

Following the success of a recent project....

Lord, we Lions thank you for this meal and we offer thanks for the chance we have been given through _____ project to put our Lions Objectives

and Code of Ethics into practice; We pray that we might be able to continue to identify in the future the needs of this community we seek to serve through Lionism. AMEN

Protestant...

Bless, O Lord, this food to our use and us to Thy service, and make us ever mindful of the needs of others. AMEN

Catholic...

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty. Through Christ our Lord. AMEN

Jewish...

Lift up your hands toward the sanctuary and bless the Lord. Blessed art Thou, O Lord our God, King of the universe, who brings forth bread from the earth. AMEN

Interdenominational...

We pause with gratitude to acknowledge the benefits of Your care, O God. Accept our humble thanks for this our daily food, and for the privilege of living in this free land. AMEN

MEMORIAL SERVICE

When Lions decide to conduct a memorial service for a deceased fellow Lion, there should be some consideration for the procedures.

The club president or a designated officer (or club chaplain) should consult with the deceased Lion's family to see if they desire a memorial service.

The memorial service should be conducted by a fellow Lion who could in reality be the Chaplain or the deceased Lion's pastor.

The following is a suggested form for the service. All or part may be used.

Prayer
Scripture Reading
Eulogy
Obituary
Memorial Procession
Prayer

The memorial procession passed the casket should follow protocol in their line-up. If the deceased Lion is a Past District Governor, or a District Governor, the first Lions in the line-up should be the Council, followed by the International Director or Past International Directors, Past District Governors, Cabinet Officers, Club President, Club Officers, Club Members and any other Lion members present.

Lion vests may be worn as proper attire.

The following suggestions are offered for those occasions when a Lions Club might be asked to arrange a service in memory of a deceased member or when a Club might want to have a memorial service for all members who have passed away during the year. These are only suggestions and should be used, changed or otherwise be tailored to be appropriate for the occasion and in consideration of the Lion or Lions in whose memory the service is being planned.

Memorial Service #1

Opening Hymn or Song (may be a favorite of the Lion).

Prayer: Our Father, we are come together to remember this Lion (these Lions) who has (have) served our Club(s) and community (ies) and has (have) answered his/her (their) last roll call here. Bless us in our remembrance, console us in our loss, comfort us in the coming days. As we remember Lion _____ (these Lions) and his/her service to our Club and community may we be strengthened to continue our work of serving those less fortunate than ourselves. For as James said, "Faith without works is dead", so Lionism without service is also dead. Be with us Father in this service and in our service. Amen.

Scripture: If a scripture reading would be appropriate, it could go here. For a funeral service you might want to use John 11:21-26; I Thessalonians 4:13-18; or John 14:1-6. If it is a memorial or necrology service then perhaps one of these readings dealing with service might be more appropriate: Matthew 20:25-34; Galatians 5:13-15; Psalms 90:17; James 2:15-17; or Matthew 24:34-40).

Remarks: (as a guide only) we have gathered together to remember this community servant who devoted many hours to serving his/her community through our Lions Club. He/she was a good Lion, willing to serve, always on the lookout for new ways in which to make our community a better place to live, always mindful of those in our community who needed help to have a better life. Our Lord taught many times about this type of unselfish love and service to one's fellow man. On the night He was betrayed He noticed the simple act of hospitality had not been performed. And so, before they ate the Passover meal, He took a basin of water and proceeded to wash the dust of the road from the disciples' feet, a task that would have been performed by one of the household servants or

slaves. Some of the disciples protested that the Master should not do such things. But He reminded them that if He could do such menial things, they too should be willing to serve and not be served.

We were not invited to be Lions to be served, to be praised, to be rewarded, to be raised above our fellow citizens. But we were invited to be a Lion to serve. To serve those in our community who are less fortunate, to care for those who need our care, to lead our community in providing for those needs that will make it a better place for all of us to live. We are invited to combine our efforts with those Lions the world over to care for those in need.

In his book, "Grief's Slow Wisdom", Dr. Cort Flint says, "Sorrow can bear the fruit of understanding and the resolve to do something for others. How many hospitals, clinics, scholarships, research facilities, children's homes, special schools, and beautiful parks have had their origins in human sorrow."

Lion_____ (these Lions) who we pause to remember at this time has finished this service. He/she has answered his/her last roll call. But that doesn't mean we should forget him/her. His/her service, his/her joyful and friendly spirit in accomplishing his/her tasks, his/her love for service to others and his/her community should be the foundation and inspiration for us to be of even greater service while yet we can.

(At this point if it is a Club Service the service record of the Club member or members might be recounted. Or if it is a District memorial service the names of the Lions and their Clubs might be read).

Closing Song: A closing hymn, song or appropriate poem might be inserted here.

Prayer: Father now as we come to the close of this service, we would ask that you sustain us in our loss and strengthen us with your love that we may go forth from here, renewed in the spirit of Lionism - to serve. We pray this in the name of our Lord and Savior. Amen.

Memorial Service #2

Today, we continue to mourn the loss of a member of our good District, a Lion who has recently gone on to greater rewards and service. A Lion who left his/her everlasting mark upon Wisconsin in a myriad of ways. A person of good repute and steadfast dedication. A strong leader. A conscientious worker. A person we revered, who yearned to serve as best he/she could for as long as he/she could.

He/she was an asset to his/her home club, his/her zone, his/her district, the State and Lions International. The loss of this invaluable Lion has created a district void in the area in which he/she once served. Lest we forget, he/she helped give our district the status in Lionism, which it now enjoys. For this we are truly grateful.

Though stilled by death, he/she is yet among us - in precious memory. So mote it ever be. May this candlelight ceremony remain as an everlasting tribute to our departed fellow Lion_____.

The Clock of Life is wound but once,
And no man has the power,
To tell just when the Hands will stop,
At late or early hour.
Now is the only time you own,
Live, Love, Toil with a will,

Place no faith in tomorrow,
For the clock may then be Still.....

**Lions “Service in Memoriam”
(District Memorial Service) #3**

Opening Hymn: “My Country, ‘Tis of Thee”
My country, ‘tis of thee, sweet land of liberty, of thee I
sing: Land where my fathers died, land of the pilgrim’s
pride, from every mountainside let freedom ring!

Out fathers’ God, to thee, Author of liberty, to thee we
sing: Long may our land be bright with freedom’s holy
light; Protect us by thy might, great God, our King!

PRAYER

O Lord God, the Light of the faithful, the Strength of
those who labor, and the Repose of the blessed dead:
We bless you for our entire fellow Lions and Lioness
who have served and witnessed in their lives a good
confession and served to benefit others in their
communities. Grant us O Lord so to follow their good
example, that we may be one with them in spirit, and
finally be partakers with them in your eternal rest:
(through Jesus Christ). Amen.

SCRIPTURE READING

Revelation 22:3-5, 12-14

The throne of God and of the Lamb will be in the city,
and his servants will serve him. They will see his face,
and his name will be on their foreheads. There will be
no more night. They will not need the light of a lamp or
the light of the sun, for the Lord God will give them
light. And they will reign forever and ever.... Behold, I
am coming soon! My reward is with me, and I will give
to everyone according to what he has done. I am the
Alpha and the Omega, the First and the Last, the
Beginning and the End. Blessed are those who wash

their robes, that they may have the right to the tree of life and may go through the gates into the city.

Hebrews 12:22-24a

But you have come to Mount Zion, to the heavenly Jerusalem, the city of living God. You have come to thousands upon thousands of angels in joyful assembly, to the church of the firstborn, whose names are written in heaven. You have come to God, the judge of all (men), to the spirits of righteous men made perfect, to Jesus the mediator of new covenant...

District Governor Lion_____, fellow Lions,
Lioness President_____, Lioness members, Leos.....
(Guests)

Fellow Lions and Lioness.....

The names of our deceased Lions and Lioness in (year) ____ are listed for you in our "Service in Memoriam" bulletin. Various religious traditions and rites practice the lighting of a candle or the extinguishing of a candle in memory of a loved one. Lighting of a candle continues the memory of the person and gives evidence they are not forgotten by God. To extinguish a candle indicates the person's life on earth is over. I have chosen for us to light a candle so that we might live out the memory that this person was a child of the light. It has been stated: Once in the mind of the Creator you can never be out of the mind of the Creator (God). Death may end a life but it never ends a relationship! The memory still lives on to influence our life.

Candles will be lighted to represent one Lion or Lioness member who has passed on to glory during this past year. We trust that their spirit has been with us during this luncheon and the candle being lighted will recognize their memory in our midst.

"WE SERVE" is our household motto and the motto for Lions Club International. We come today to

pay tribute to those persons who served with us in our local Lions and Lioness Clubs, were an influence in their community, and loved by a family. These were persons who were friends and co-workers with our Lion and Lioness projects and fundraisers. We offer praise to God for all the blessings offered us in the presence and person of the one whom we have learned to know and to love..ones who have touched our lives and we have grown.

I would direct you to meditating on “After Glow” listed below:

After Glow

I'd like the memory of me to be
A happy one
I'd like to leave an after glow of
Smiles when life is done
I'd like to leave an echo whispering
Softly down the ways
Of happy times and laughing times
And bright and sunny days
I'd like the tears of those who grieve,
To dry before the sun
Of happy memories that I leave
When life is done.

It has also been written:

We offer praise to God for these friends and rejoice with the writer of the Book of Revelation: “Praise and glory and wisdom and thanks and honor and power and strength be to our God forever and ever: (Rev. 7:12)

Thanks are to God for these persons: “they who have come out of the great tribulation; they have washed their robes and made them white in the blood of the Lamb” (Rev. 7:14)

Take the supreme happiness that you might consider calculating; multiply it as much as you will or can, and you are still far from the eternal pleasure in

the Father's mansion of love. No grief or sorrow, no blistering heat or freezing cold, no hunger or thirst, no falling sick or growing old, no terror for the past or fears of the future!

"For the Lamb at the center of the throne will be their shepherd; he will lead them to springs of living water. And God will wipe away every tear from their eyes" (Rev. 7:17)

So it is our joy to give thanks to God for our fellow Lions and Lioness and to remember them in a wonderful way today.

As each name is shared and their corresponding club identified, we invite a selected individual from that club to come forward to light a candle. We invite the representatives from each club to line up in the center aisle in advance according to the alphabetical listing of the club to allow for a more efficient flow for lighting of the candle. As the name is called, the representative should proceed in that order to light a candle.

CALLING OF THE ROLL

(Add one candle for family members of Lions and Lioness who have also passed on to glory.)

PRAYER

O Almighty God, the God of the spirits of all flesh, Who by a voice did proclaim, Blessed are the dead who die in the Lord: Multiply, we pray the variety of blessings of Your love on your people, that the good work which You began in and through our departed Lions and Lioness now called to receive the crown of life may be remembered. Continue to bless the efforts of each Lion and Lioness as we are privileged to serve others in our communities and throughout the world, so that at the last, together with our fellow Lions and Lioness we may be found to be partakers of the inheritance of the saints in Light (as we pray in the name of Jesus).
Amen.

BLESSING

The Lord bless you and keep you. The Lord
make His face shine on you and be gracious to you.
The Lord look upon you with favor and give you peace.
Amen.

CLOSING HYMN **God of Our Fathers**

God of our fathers, whose almighty hand
Leads forth in beauty all the starry band
Of shining worlds in splendor through the skies,
Our grateful songs before thy throne arise.

They love divine hath led us in the past;
In this free land by thee our lot is cast;
Be thou our Ruler, Guardian, Guide and Stay,
Thy Word our law, thy paths our chosen way.

Refresh thy people on their toilsome way;
Lead us from night to never-ending day;
Fill all our lives with love and grace divine;
And glory, laud, and praise be ever thine.

LIONS

Code of Ethics

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

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

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

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

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

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

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

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