

Chapter 11

LEGAL

General Information

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints. In addition to implementing and managing corporate governance programs for the association, the Secretary prepares and distributes the official minutes of board meetings and executive summaries. If you have any questions regarding trademark, insurance, constitutional or other legal matters, please contact the Legal Division at legal@lionsclubs.org or 630-203-3847.

Trademark Policies

1. **GENERAL TRADEMARK POLICIES.** As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, sub- and multiple, hereinafter referred as “districts”), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world. The association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.
 - a. **Definition of “TRADEMARKS.”** Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Lioness, Leo, Lions Clubs, Lions International or Lions Clubs International.
 - b. **Emblem Of Association.** The emblem of this association and each chartered club shall be of a design as set forth below. Each club shall only use the official emblem of the association.



- c. **Trademark Registrations.** The association's trademarks are registered and managed by the Legal Division of Lions Clubs International. No Lions district (single, sub- or multiple), club or member may register Lions trademarks without prior written authorization from the Legal Division.

- d. **LEO, LIONESS or Other Official Association Programs.** Lions clubs and districts are automatically granted permission and license to use the association trademarks in connection with sponsorship of Leo Clubs, Lioness Clubs, Official Contests, Youth Camps or other official association programs in accordance with the policies governing such programs, so long as said trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division or official licensees.
 - e. **Duty to Enforce and Report Unauthorized Use.** All association officers, board appointees, council chairpersons and first and second vice district governors have a duty to agree to abide by and encourage enforcement of the association trademark policies, report any and all unauthorized use of the association trademarks to the Legal Division, and acknowledge such duty in writing annually to the Legal Division.
 - f. **General Standards of Quality and Content.** In order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in connection with pornography, nudity, alcohol, and other content, which may be offensive in the relevant Lions community.
2. **OPERATIONS OF ASSOCIATION.** The association, its officers, directors and authorized staff may use the association trademarks in the promotion and furtherance of the association's purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors. General operations shall include but are not limited to the international convention, club supplies, *LION* Magazine, corporate sponsorships, cooperative alliances, and all other association programs and publications. The expenses for all new trademark registrations must be budgeted by the respective division, department or program. The expenses for all trademark renewals will be the responsibility of the Legal Division.
3. **AUTOMATIC LICENSE TO MEMBERS, CLUBS AND DISTRICTS.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of the association's purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any goods or services to be sold or items otherwise available from the Club Supplies and Distribution Division and official licensees.
- a. **Printed Material.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks on printed material reasonably related to club and district operations and promotion, (such as letterhead, business cards, envelopes and brochures), so long as such items are not to be sold.

- b. **Web site Domain Name Authorization.** Lions clubs and districts may use the name of their club and/or district along with the association trademarks on their respective Web sites and as part of domain names. All Web sites must clearly identify the club or district to ensure that Lions Clubs International is not identified as the source.
 - c. **Downloaded Emblems.** Any reproduction of the association trademarks may be downloaded by Lions members from the official formats provided on the association's Web site www.lionsclubs.org. These are the only trademarks that may be reproduced electronically or otherwise
4. **AUTHORIZED USE BY LIONS MEMBERS, CLUBS AND DISTRICTS.** In addition to the automatic permission and license as provided in this policy, Lions members, clubs and districts are authorized to use the association trademarks as provided below:
- a. **Use of Items Bearing the Association Trademarks.** Lions members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For items not available through the Club Supplies and Distribution Division and official licensees, Lions clubs and districts are authorized to use, purchase, manufacture, distribute or sell items bearing the association trademarks as provided below:
 - (1) **Automatic Permission and License For Apparel Items (Excluding Vests):** For all apparel items excluding vests, Lions members and districts are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, whichever is greater, in one fiscal year. For purposes of this section, apparel items are defined as clothing such as caps, shirts and ties that one would wear to cover, protect or decorate your body.
 - (2) **All Other Items Requiring Approval.** For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Lions members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or royalty payments, royalties as determined by the Club Supplies and Distribution Division or the Legal Division.

- b. **Sponsors of Club or District Projects.** Lions clubs and districts are authorized to use the association trademarks in connection with the name and/or emblem of a sponsor of a club and/or district project as provided below, so long as the club or district name is clearly identified in all such use and such use does not conflict with the purposes of the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and:
- (1) If the project is a club(s) and/or one district (single or sub) project, then approval to use the association trademarks in connection with such project is automatically granted to said club(s) and/or district.
 - (2) If the project involves more than one sub-district and/or one multiple district, then the sponsor shall be approved by the respective multiple district council of governors.
 - (3) If the project involves more than one multiple district, then the sponsor shall be approved by each respective multiple district council of governors and the Legal Division.
- c. **Non-Dues Revenue Programs.** The association, from time to time, will offer special non-dues revenue programs and services to all members, wherever feasible. Royalty income derived from the use of the association trademarks on such offerings will accrue to the general fund. Lions clubs, districts, Lions-sponsored foundations, or other Lions-sponsored entities (hereinafter referred to as "sponsors") may offer non-dues revenue programs and services within its defined boundaries, as provided below:
- (1) The non-dues revenue programs or services shall not compete or otherwise conflict with an existing program, sponsored by the association, except as authorized by the International Board of Directors. Permission will be granted to use the association trademarks in connection with the sponsorship of said programs only where a similar program is not currently in existence.
 - (2) Sponsors of a non-dues revenue program or service shall be required to apply for use of the association trademarks. The application shall include a resolution of support by the sponsoring district cabinet or multiple district council of governors as applicable. The association may require such other documentation as it deems necessary to consider the application.
 - (3) In order to receive authorization to use the association trademarks, the sponsor must agree to review all solicitation materials, including any Web site content, to ensure that the same are consistent with general standards of quality and content and the applicable trademark policies of the International Board of Directors. Before solicitation begins, all material including proposed Web site design must be submitted to the Legal Division for approval.

- (4) The sponsor must be clearly identified on the proposed solicitation materials and any other item on which the association trademarks will be printed or otherwise affixed, including, if applicable, credit cards.
 - (5) The sponsor and the non-dues revenue program vendor agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the sponsor from the vendor as a royalty for use of the association trademarks. The Finance Division will communicate with each licensed sponsor at least annually to determine royalty owing to the association. Each sponsor is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.
 - (6) The International Board of Directors reserves the right to revoke the license to use the association trademarks upon giving notification to the sponsor and, if known, any vendor. If appropriate and feasible, any such revocation would take into consideration sponsor and vendor contract obligations. In the event the license is revoked, the vendor is required to immediately cease and desist from using the association trademarks.
 - (7) The sponsor and the non-dues revenue vendor shall use the mailing lists provided by the association for program solicitation purposes only and shall not duplicate or use such mailing lists, for any other purpose whatsoever. If the sponsor and/or non-dues revenue vendor use or make available the association mailing lists for any purpose other than the program, the association reserves the right to immediately revoke authorization to use the association trademarks. Such revocation will be effective immediately upon issuance of the notification to the offending party. A penalty of US\$5000.00 shall be assessed against the sponsor and/or non-dues revenue vendor who uses or makes available the mailing lists for any improper purposes or duplicates such lists without authorization.
- d. **District Endorsement of International Convention Tour Coordinator.** A district is authorized to endorse a tour coordinator to coordinate travel and/or tours related to the International Convention. An application for endorsement of a tour coordinator must be submitted to the Convention Division. If an endorsed tour coordinator wishes to use the association trademarks in connection with a travel brochure or similar related literature, the tour coordinator must submit to the Legal Division the following:
- (1) A sample of the brochure or similar literature, which must include the following disclaimer: "The International Association of Lions Clubs as well as the Lions district (single, sub- and multiple) shall not be responsible for losses incurred."
 - (2) Payment of US\$25.00 as a royalty for use of the association trademarks.
5. **FOUNDATIONS.** The International Board of Directors or its designee, the General Counsel, may grant license to use the association trademarks to any

legal entity other than Lions clubs or districts (hereinafter referred to as “foundation”), provided that such entity completes an application. Prior to authorization, the foundation must submit sufficient documentation demonstrating that the proposed activities of the foundation meet the following criteria:

- a. **Name of Foundation.** The name of the proposed foundation shall:
 - (1) Include Lions in the name of a foundation;
 - (2) Include a community, city, district, state, geographic area or other local designation in the name of a foundation;
 - (3) Not conflict with or cause confusion with Lions Clubs International or Lions Clubs International Foundation; and
 - (4) Not include the word “Association” in the name of a foundation.

- b. **Governing Document Requirements.** The Articles of Incorporation By-laws, and/or other governing documents (hereinafter referred to as “governing documents”) of the proposed foundation must contain provisions, which provide:
 - (1) At least a majority of its board of directors are Lions club members in good standing;
 - (2) Amendments to its governing documents shall be approved by the general membership of the foundation at a district convention or regular annual meeting;
 - (3) Membership consists of Lions clubs or club members in good standing;
 - (4) Proxy voting is not permitted; and
 - (5) Mandatory dues are not assessed against members of the foundation.

- c. **Purposes.** The purposes of the applying foundation must further the purposes and enhance the image of the association. The applying foundation shall not engage in activities that may conflict with the activities, programs or existence of the association or Lions Clubs International Foundation. Other factors deemed relevant may be considered.

- d. **Sponsoring Lions.** The applying foundation must submit a list of its sponsors and evidence that the sponsoring Lions have approved the project.

- e. **Revocable License.** Foundations meeting the criteria established herein may be issued a revocable license to use the association trademarks. Such use shall continue only if the foundation continues to meet all the criteria set forth herein. The foundation must annually submit its current governing documents along with the list of sponsors to the Legal Division. Failure to submit the foundation’s governing documents may result in revocation of its license.

- f. **Use of Association Trademarks.** Approved foundations must use the Lions name and emblem prominently in its name and operations, including literature, promotional materials and activities. Use of the association

trademarks must be in accordance with the policies adopted from time to time by the International Board of Directors. The trademarks shall not be used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

6. **OFFICIAL LICENSEES.** The Club Supplies and Distribution Division may initiate agreements with manufacturers or other vendors throughout the world to provide Lions members, Lions clubs and districts with items bearing the association trademarks. The terms under such license agreements shall be determined by the Club Supplies and Distribution Division and shall include license fees and/or royalty payments on all items sold.
7. **CONVENTION TRADING PINS.** The association trademarks may be used on convention trading pins as follows:
 - a. Definition of a Convention Trading Pin. A convention trading pin is a pin bearing the association's registered trademarks which:
 1. Is ordered from an authorized licensee;
 2. Is used solely for trading or gift purposes at Lions conventions or similar functions;
 3. Is in conformance with the association's trademark policies adopted by the International Board of Directors;
 4. Contains the permanent marking of ® as required by trademark law;
 5. Is fitted on the back side with a single clutch, multiple clutch, safety pin, straight pin or screw-back attachment.
 6. Does not designate or relate to any office on any Lions entity;
 7. Is not manufactured for the purpose of recognition, special achievements, training, awards or support of any Lions entity or partners;
 8. Is not manufactured to indicate attendance at, or participation in Lions meetings or special events; and
 9. Is not a jewelry item or piece that is in the same class as an item available in the Lions Official Supply Catalog or special sales promotion brochures or flyers published from time to time by the association's Club Supplies and Distribution Division.
 - b. The official membership lapel pin shall not be considered a Convention Trading Pin.
 - c. Lions Convention Trading Pins may be obtained solely from Club Supplies and/or an official licensee authorized to manufacture, sell and distribute trading pins.
 - d. Convention Trading Pins may be purchased for trading or gift purposes only and may not be purchased for resale except after a period of three (3) years from date of manufacture at which time the pin may be sold as a "collectible".

8. **CONVENTION HOST COMMITTEE.** The International Convention Host Committee shall be permitted to use the association trademarks in promotion of the International Convention, including the sale of items before and during the International Convention, provided the Host Committee obtains approval from and pays such royalties as determined by the Convention Division and the Legal Division.
9. **ENFORCEMENT OF TRADEMARK POLICIES.** As the owner of the association trademarks referenced herein, the association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.
 - a. **Unauthorized Use by Lions Members, Clubs and/or Districts.** In the event the association receives sufficient evidence that a Lions member, club or district is engaged in the unauthorized use, sale, purchase, manufacture and/or distribution of items bearing the association trademarks, such individual or entity may be notified to immediately cease and desist any such unauthorized use, may be assessed a fee equal to the royalty that the association would have otherwise received in accordance with the policies set forth herein, or may be subject to other appropriate action as determined by the International Board of Directors or the Legal Division.
 - b. **Continued Violation by Lions Members, Clubs and/or Districts.** In the event that the association receives sufficient evidence that a Lions member, club or district continues to violate the association trademark policies after receiving proper notice, the association may take any or all of the following actions:
 - (1) A Lions club may be directed by the International Board of Directors to discontinue membership of the offending Lion member. If the club fails to take such action, then the Lions club may be placed in "status quo" and/or the club charter may be cancelled by the International Board of Directors.
 - (2) Additional sanctions as may be assessed by the International Board of Directors.
 - (3) Appropriate legal action may be taken to enforce the association's trademark interests.

Membership Benefit Program

Lions Club International (LCI) has developed a successful relationship with CT, the industry leader in legal services. CT currently provides Registered Agent and other services for LCI and LCIF. Through this relationship we have created a member service that will assist your Lions club, district or foundation ("Lions Organization") with incorporation filings, the formation of new Lions foundations and the completion of any other necessary filings at your Secretary of State office at substantial savings. For more information regarding services available in the United States, call CT at **1-866-331-**

2303. For Lions clubs, districts and/or foundations outside of the United States, CT also offers similar services where available. For more information regarding International Services, call the CT International Team at **1-800-428-4685**.

The services that CT provides are a cost-effective way to manage the business of maintaining your Lions Organization in good standing within the jurisdiction of your state or country. Further details are available on the Lions Clubs International Web site, <http://www.lionsclubs.org> in the Member Center on the Legal Division Resources/Publications page.

Various Legal Policies

Insurance

Because a district governor is an international officer and also has other legal responsibilities to members and to the public, it is important to understand the association's Program of General Liability Insurance and refer any technical questions to the Legal Division or insurance broker, WILLIS HRH. Lions clubs and districts, as well as all Lioness and Leo clubs, are protected by the general liability insurance that the association carries through ACE American Insurance Company.

The current policy covers the clubs, members or volunteer workers for sums they may become legally obligated to pay for damages incurred while participating in Lions activities. The insurance is automatic, with the premium paid from association dues. Coverage is US\$1,000,000 per occurrence with a general club and district aggregate limit of US\$2,000,000 and covers typical Lion functions such as fundraisers, shows and product sales. Medical expense payment benefits, which will pay up to US\$1,000 of medical expenses per person regardless of liability, are afforded by the policy.

The policy does not provide coverage for any liability arising out of operation, use or maintenance of cars, trucks, buses, aircraft, watercraft or trailers owned by a Lions organization. Coverage also does not extend to the owner of any vehicle or physical damage to any vehicle used in connection with Lions activities. The policy also excludes liability resulting from the sale and distribution of alcoholic beverages.

Lions clubs and districts can help reduce rising insurance costs by making safety a priority-in all Lions activities. Safety information is available on the association's Web site and clubs may wish to consider appointing a safety officer. Hazardous activities to avoid include dunk tanks, events where alcohol is served, carnivals, circuses and rodeos, plus snowmobile, go-cart and other races. Clubs may also wish to avoid holding rock concerts and firework displays, or sponsoring demolition or construction projects such as swimming pools, playgrounds and parks.

Each club and district must carefully consider the risks involved in these projects. If they do sponsor one, they should design and monitor a special safety plan and report all claims promptly. A listing of all claims offices of our insurance company is included in the insurance information book provided by the Legal Division or with important policy

information located on the association's Web site at www.lionsclubs.org in the Member Center on the Legal Division Resources/Publications page.

New USA Tax Reporting Obligations

With the enactment of the Pension Protection Act of 2006 (PPA), small tax-exempt organizations that were previously not required to file returns will now be required to file an annual electronic notice, Form 990-N, also known as the e-Postcard. This filing requirement applies to tax periods beginning after December 31, 2006 and the first e-Postcards are due in calendar year 2008.

The e-Postcard requires small organizations to provide the following information:

- A legal name and mailing address, any other names used
- A Web address if one exists
- The name and address of a principal officer, and
- A statement confirming the organization's annual gross receipts are normally \$25,000* or less

Further details, including frequently asked questions are available on the Lions Clubs International Web site, <http://www.lionsclubs.org> in the Member Center on the Legal Division Resources/Publications page, or on the IRS Web site, <http://www.irs.gov/charities/index.html>, in the charities and non-profits section.

Please note that any organization that fails to meet its annual reporting requirement for three consecutive years automatically loses its tax-exempt status under the new law.

The preceding is not to be considered tax advice, but general information, which may be useful. Questions regarding any tax matters need to be referred to local counsel, your tax advisor or to the IRS (<http://www.irs.ustreas.gov> or 1-800-829-1040).

* The IRS intends to increase the Form 990-N (e-postcard) filing threshold from \$25,000 in gross receipts to \$50,000 in gross receipts, beginning with the 2010 tax year, filed in 2011.

Past Club, District and International Officer Organizations

The board of directors shall and hereby does withhold official recognition of past club, district and international officer organizations, but shall permit their existence and operation so long as they shall not in operation:

1. Contravene the International Constitution and By-Laws and policies of the International Board of Directors
2. Levy and/or collect dues
3. Involve participation on other than a voluntary basis
4. Superimpose or create any governing structure over and above, or which hinders the proper function of, the regular club and district organization

Funds Raised from Activities

1. **General Policy on Funds Raised from Lions Clubs Activities.** Funds raised from the public must be used for the benefit of the public and community in which the Lions Clubs serve. The International Constitution and By-Laws and Articles of Incorporation (the “governing documents”) provide that chartered Lions clubs shall be not-for-profit of the individual club or its individual members. Consequently, no part of the net earnings of funds raised from the public shall benefit any individual Lions member, or other private individual or entity. These policies are intended to provide guidance for clubs to meet the purposes of the International Association of Lions Clubs. Key in determining the proper use of funds is considering transparency to the public and developing trust from the community in which the Lions operate. How Lions use funds must meet the legal and tax requirements for the local jurisdiction in which they operate.
 - a. **Definition of Public/Activity Funds.** Funds raised from the public are the net earnings of income raised from activities open to the public, public contributions, bequests and money accumulated from invested public funds.
 - b. **Definition of Administrative Funds.** Administrative funds are contributions from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, incorporation fees, audit fees, newsletters, bulletins and other club and/or district operating and administrative expenses.

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

3. **Lions Property.** A percentage of the net proceeds from funds raised through the use of property owned by Lions clubs and districts may be used toward the operating and maintenance expenses of the property under the following guidelines.
 - a. Property Used for Public Purposes. Expenses for operating and maintaining the property may be paid from public funds to support the use of the property for the public.

 - b. Property Used for Administrative Purposes. Expenses for operating and maintaining the property must be paid from administrative funds if the use is for the benefit of the Lions.

 - c. Mixed Use of Property. When Lions property is used for both public and administrative purposes, then a pro-rata percentage of the expenses may be paid from public funds related to the percentage of use of the property by the public. For example, a Lions Club House that is used 20% of the time for the

public may use public funds to offset 20 % of the expenses of maintaining and operating the property.

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

How Funds Are Raised	Use for Public Projects? (Activity Account)	Use for Administrative Expenses? (Administrative Account)
Administrative – dues, rental fees, fines, advertisement revenue	Yes	Yes
Public – any fundraising event open to the public, public contributions and bequests	Yes	No *
Interest – accumulated investments from money received from the public	Yes	No*
<p>Direct Expenses of Fundraiser. Direct Expenses of a public fundraiser may be deducted from the proceeds to replenish the Administrative Account for funds used to hold the fundraiser.</p> <p>Lions Property. If the Lions Club (or District) owns property that is used to meet the needs of the community at large, a pro-rata percentage of the proceeds from funds raised through use of the property may be used toward the operating expenses of the property.</p>		

Financial Aid to Candidates

A multiple district may levy assessments to finance campaigns of candidates for international office. The International Constitution grants multiple districts the right of representation at the international level. Inherent in this right is the right to finance efforts necessary to gain such representation. Therefore, it is implied that such funds may be raised from the membership of the respective multiple district.

Said levy must be made in accordance with provisions contained in the multiple district constitution for a dues increase.

Ethical Standards and Conduct Policy

Lions Clubs International is an association of service, and the manner in which the service is rendered is as important as the service itself. Our members, your fellow district officers, the International Board of Directors, the executive officers, the administrative officers, the International Headquarters staff and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. To address this integral matter for all offices of the association, the International Board of Directors has adopted an Ethical Standards and Conduct Policy

for District Governors. This policy may be found on the association's Web site through the Board Policy Manual.

The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, your good and best judgment is essential in doing the "right" and ethical thing. Please join us in continuing Lions Clubs' tradition of honest and ethical practices in serving millions of people in need.

Lions Clubs International Privacy Policy

Collection and Use of Personal Membership Data by Lions Clubs International

Lions Clubs International recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members and Leo Club members to facilitate communications with and between our members. This information is to be used solely to further its Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of *LION* Magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Convention and meeting planning
- Contact information for Lion/Leo leaders, including past and present International officers, directors, and board appointees, multiple district council chairpersons and council of governors, district governors and first and second vice district governors, and club officers
- Furtherance of public relations activities and cooperative alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the association's Purposes and Objects as determined by the International Board of Directors
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

Lions Clubs International protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet

channels. We reveal only a limited part of your credit card number when confirming an order.

The official directory is not available on the Internet without a password, but a club locator with club officer contact information is available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions/Leo Club members should ensure it is not used for that purpose.

Privacy Recommendations for Lions/Leo Clubs, Districts, Multiple Districts and Foundations

Your Lions/Leo club, district, multiple district and/or foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, e-mail addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing e-mail addresses with third parties. Please be aware that LOCAL LAWS MAY GOVERN THIS ISSUE and these laws vary widely from country to country, so you should seek advice from a local expert for more information before any personal information is used.

If you have any concerns or questions about these policies, please contact Lions Clubs International at 630-203-3847, or legal@lionsclubs.org.

District Governor and First and Second Vice District Governors

Election Complaints Procedure

The following rules of procedure shall apply for hearing constitutional complaints concerning district governor/first and second vice district governor election irregularities:

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the Legal Division at the International Office for distribution to the members of the Constitution and By-Laws Committee and the International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual directors or executive officers.

A. Complaint

1. May be filed only by the unsuccessful candidate seeking election to the office of district governor/first or second vice district governor at the district election being contested.
2. The initial notice of complaint, stating the reasons for the protest, must be received by fax, e-mail or other writing at the International Office within five (5) business days of said election. PROVIDED, however, that formal complaint

documents shall be submitted, in original form which shall conform to the format provided in Part E, by mail or courier service only within five (5) business days of the filing of the initial notice of complaint.

3. Must conform to the format in Part E.
4. District governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the meeting at which the complaint is reviewed by Constitution and By-Laws Committee of the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
5. First and second vice district governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the consideration of the complaint by the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
6. Copy of the complaint and any supporting documentation must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such complaint, the Legal Division, where feasible, may furnish a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the complaint to the party/parties complained of shall be produced with the filing of the complaint. Failure to provide verification may result in the complaint being returned as non-compliant or being denied.

B. Response

1. Response to the complaint must originate from party/parties complained of only and shall conform to the format provided in Part E herein and be received in its original form by mail or by courier service at the International Office within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request. PROVIDED, however, the general counsel in consultation with the chairperson of the Constitution and By-Laws Committee may permit for

good cause the faxing of said response and/or extend by five (5) additional days the filing date of any response.

2. The response shall include a copy of the official minutes of the convention where the election was conducted, and copies of any applicable district constitution and by-laws and convention election rules and/or voting requirements. The minutes shall include a report of the district convention election procedures and voting results, and shall be certified as to accuracy by the district governor and district cabinet secretary. The Legal Division may require additional documents in response to the complaint. Such documents shall be submitted within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request.
3. Copy of the response and any supporting documentation must be forwarded by the responding party at the same time and by the same method of communication to the complainant. Upon receipt of any such response, the Legal Division, where feasible, may furnish a copy of the response to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the response to the complainant shall be produced with the filing of the response. Failure to provide verification may result in the response being returned as non-compliant or being denied.

C. Reply to Response

1. A reply to the response may be filed by the complaining party and must be received by mail or by courier service at the International Office within five (5) business days after receipt of the response. A reply shall be limited to five (5) pages in accordance with the format requirements provided in Part E herein. No additional documents will be accepted. The reply should address issues raised, if any, in the response and must not repeat allegations already contained in the complaint.
2. Copy of the reply must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such reply, the Legal Division, where feasible, may furnish a copy of the reply to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the reply to the party/parties complained of shall be produced with the filing of the reply. Failure to provide verification may result in the reply being returned as non-compliant or being denied.

D. Response from Non-Party

The Legal Division may consider that any response or input from anyone other than a party to the complaint as peripheral and/or non-complying and may be returned and/or acknowledged as such.

E. Format of Complaint, Response and Reply

1. The original complaint shall contain the following parts in the order listed: (a) statement of facts necessary to the understanding of the complaint, stated accurately and fairly; (b) argument containing the contentions of the party/parties and reasons therefore; (c) a short conclusion stating the relief sought.

2. The text of every document including any appendix shall appear in 12 point or larger type (pica type, 10 pitch if typewritten). Footnotes shall appear in 9 point or larger type (elite type, 12 pitch if typewritten). Documents may not be reduced or typeface condensed to increase content of document. Photographically reduced documents shall not be considered and shall be returned to the sender. Every document shall be produced on opaque paper 8-1/2 by 11 inches, or A/4, double-spaced with three-fourths (3/4) inch margin on all sides and shall be stapled or bound at the upper left hand corner. Documents may be printed on one side of the page only.
3. The complaint and response shall not exceed ten (10) pages with five (5) optional pages of support documentation, and the reply to the response shall not exceed five (5) pages and no additional documentation will accepted. Each page shall be numbered sequentially as part of the total page limit (for example, page one of ten, page two of ten). Requests to exceed these page limits, or otherwise provide additional supporting documents, will be denied. Exclusive of page limitations, a single cover page must contain from the top of the page: (a) the district number; (b) the name, address, e-mail address and fax number of the complaining party; (c) name, address, e-mail address and fax number of the party/parties complained of; (d) election date; and, (e) election results including vote tabulation.
4. At the close of the document submitted, the original signature of the party submitting the document shall appear directly below the following statement: "I hereby agree that the decision of the International Board of Directors shall be final and binding." In addition, each page of the document shall be initialed by the submitting party.
5. The Legal Division shall not accept for consideration any document that is not in compliance with these guidelines but shall return it indicating to the party any failure to comply. The document, however, shall be deemed timely filed provided that a proper document is substituted promptly. The International Board of Directors, through the Constitution and By-Laws Committee, may refuse to consider any resubmitted document not filed in accordance with these guidelines. The International Board of Directors shall not be required to consider any complaint, response to said complaint, or reply to the response, which is not received in accordance with the above stated procedures or requirements. By filing a complaint, response or reply, the parties to the complaint agree to submit the matter for consideration by the International Board of Directors and further agree to abide by any and all decisions of said Board. The decision of the International Board of Directors shall be final and binding.

F. District Governors-Elect Seminar

The parties involved in a district governor election complaint are not eligible to attend the Lions Clubs International District Governors-Elect Seminar until the International Board of Directors adopts the election results for the district in which the complaint has arisen and declares that such results have become effective, or unless otherwise approved by the incoming international president. Each district (single, sub- or multiple) may determine what district level training the parties to the

complaint may attend to prepare for the upcoming fiscal year pending the outcome of the complaint.

Lions Clubs International Dispute Resolution Guidelines

INTRODUCTION

Conflicts are normal and sometimes even healthy for an organization. There are a variety of reasons why a conflict can occur and if you hope to resolve the conflict, it is helpful to understand why it exists. People should feel free to respectfully express differences of opinion and constructively address and resolve them. However, there will be times when a complaint cannot be resolved without some formal dispute resolution process. While most conflicts can and should be resolved informally, some are complex and difficult and require additional procedures in order to ensure all involved find a resolution.

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub- and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

These guidelines are intended to assist Lions members, clubs and districts (single, sub- and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors, and are not intended to replace the policies adopted by the International Board of Directors. Lions are encouraged to review the described policies in detail. The policies may be found on the Lions Clubs International Web site www.lionsclubs.org in the Member Center on the Legal Division Resources/Publications page, or by contacting the Legal Division at legal@lionsclubs.org or by calling 1-630-203-3847. It should be noted that these guidelines are not intended to apply to the Constitutional Complaint Procedure or the District Governor/First and Second Vice District Governor Election Complaint Procedures, which are explained in greater detail in the particular policies themselves.

Section 1: General Dispute Resolution Principles

Purpose of Dispute Resolution

The purpose of dispute resolution is to provide Lions an opportunity to resolve internally, disputes arising out of issues concerning membership and policies and procedures adopted by Lions clubs and districts (single, sub- and multiple). Prior to engaging in the dispute resolution process, the party should first make all attempts to resolve the matter informally.

Definitions

The following are definitions of common terms used throughout the DPR policies:

Claimants/Complainants are the parties requesting the dispute resolution process. The Complainant may be a member, former member, club or district depending upon the applicable resolution process.

Conciliator(s) are the neutral individual(s) selected to hear the complaints and resolve the issues raised in accordance with the dispute resolution procedures

Dispute Resolution is the submission of a dispute to one or more impartial persons for a final and binding decision

DRP: Dispute Resolution Procedure

Fee is the amount of payment required to initiate the dispute resolution process. Each DRP has a separate fee structure and requirements.

Parties are the claimants and respondents to the dispute

Respondents are the responding parties

Section 2: When Dispute Resolution is appropriate

Resolving conflicts prior to dispute resolution

Lions should strive to resolve all conflicts in a respectful and fair manner before invoking the relevant DRP policy. At minimum, the parties should at least meet once to try and resolve the conflict. Such informal meetings are not part of the resolution process, but are essential in determining whether dispute resolution is appropriate. One method of resolving disputes in an informal setting is called the collaborative management approach. Using the collaborative management approach, all parties explore the ideas and opinions of others and attempt to find new solutions that are agreeable to all. This approach requires analyzing the conflict, planning what is going to be done and resolving the conflict. For more information and guidance on informal conflict resolutions, please visit the Lions Learning Center, available on the Lions Clubs International Web site at www.lionsclubs.org, and look for the course titled Conflict Resolution.

Regardless of whether the parties have been able to resolve their differences through informal meetings, at no point is litigation appropriate to resolve internal Lions disputes. Not only is litigation an expensive and time consuming process, it unnecessarily involves individuals and organizations outside the Lions community to decide internal Lions matters. Engaging in litigation to resolve internal Lions disputes is considered conduct unbecoming a Lion and may be grounds for expulsion and/or cancellation. In addition, as an obligation of membership, Lions must exhaust all internal remedies prior to seeking recourse through the courts, and may be prevented from filing a lawsuit before going through dispute resolution.

Types of actions that fall under the dispute resolution procedures

All disputes relating to membership, club and district boundaries, policies, and interpretation of a club, district or multiple district constitution and by-laws are types of disputes that would be proper under Lion DRP policies. Generally, internal club and district matters would be issues for disputes. For example, disputes arising out of one's membership, including disciplinary actions such as expulsion, disputes arising out of following a by-law, such as club elections or appointments, and disputes arising out of district matters such as the proper application of membership dues are all examples of matters that would fall under the dispute resolution procedures. In determining which DRP is appropriate, the parties should consider the scope of the issue in dispute and whether it is a club, district or multiple district matter. In addition, it is important to note who will be filing the claim. For claims filed by individual Lions members, only the Club DRP is appropriate. For district and multiple district disputes, the filing parties must be a Lions Club and/or District.

Section 3: Beginning the Conciliation Process

Each DRP has specific timing and fee requirements. The following is a chart that outlines how to begin the conciliation process, when to file and what fees may be required. *Please note that the District Governor and Vice District Governor Election Dispute Resolution and the Constitutional Complaint Procedures are not listed below. These procedures require different steps and filing deadlines, which are not addressed in these guidelines.*

DRP	Who can file?	When can you file?	Can time requirements be waived?	Where do you file?	Fees
Club	Member(s)& former member(s)	Within 30 days of knowledge of the occurrence of the event	Yes, by district governor, conciliator or the International Board of Directors	District Governor	*US\$50.00
District	Club	Within 30 days of knowledge of the occurrence of the event	Yes, by district governor, conciliator or the International Board of Directors	District Governor	US\$750.00
Multiple District	Club, Sub-District	Within 30 days of knowledge of the occurrence of the event	Yes, by multiple district council chairperson, conciliator or the International Board of Directors	Council Chairperson	US\$750.00

REFUND OF FILING FEES (U.S. DOLLARS)

DRP	Complaint Settled or Withdrawn Prior to Decision	Complaint Denied	Complaint Upheld
Club	Entire filing fee retained by the district as an administrative fee; not refunded unless a refund procedure is approved by the district cabinet		
District	US\$325 refunded to the complainant(s) and \$325 refunded to the respondent(s)	US\$650 refunded to the respondent(s)	US\$650 refunded to the complainant(s)
Multiple District	US\$325 refunded to the complainant(s) and \$325 refunded to the respondent(s)	US\$650 refunded to the respondent(s)	US\$650 refunded to the complainant(s)

Unless another amount is stated, US\$100 of each filing fee will be automatically retained by the district or multiple district as an administrative fee and this amount shall not be refunded to any party whether settled, withdrawn or upheld.

Section 4: Selecting the Conciliators

All conciliators shall be Lion Leaders and members in good standing of a club in good standing, other than the club that is party to the dispute. Further, all conciliators shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The decision of the conciliators, selected by each side, relative to the selection of the conciliator/chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with the appropriate procedure.

Selecting the right conciliator to the DRP is essential in resolving the issues. The following are the qualities that the parties should consider in conciliators:

- Commitment to impartiality and objectivity
- Dispute management skills and/or prior experience in dispute resolution
- Judicious temperament: impartiality, patience, and courtesy
- Respected Lion Leader known for integrity, patience and courtesy; and
- Strong ethical reputation within the community

The following chart outlines the conciliator selection process in accordance with the Club, District and Multiple District DRP policies.

DRP	Conciliator(s)	Who Appoints Conciliator(s)?	Approval of Conciliator/ Chairperson*	Estimated Duration of Procedure
Club	1 conciliator	District Governor selects conciliator (past district governor) within 15 days of filing complaint. If a conciliator is not named within 15 days, the Legal Division will appoint a conciliator	Approval of conciliator required by each party	< 30days
District	3 conciliators (if more than 2 parties, possibility of more than 3 conciliators)	Each party selects 1 conciliator (past district governor) within 15 days of filing and the selected conciliators select one neutral conciliator (past district governor) who will serve as chairperson	The parties' selected conciliators select the neutral conciliator	< 90 days
Multiple District	3 conciliators (if more than 2 parties, possibility of more than 3 conciliators)	Each party selects 1 conciliator (past district governor or past council chairperson) within 15 days of filing and the selected conciliators select one neutral conciliator (past international director) who will serve as chairperson	The parties' selected conciliators select the neutral conciliator	< 90 days

* **Approval of District Governor Appointed Conciliator** – In the event an appointed conciliator is not acceptable to any party; the objecting party must submit a written statement to the district governor identifying all the reasons for such an objection. If the district governor determines, in his or her sole discretion, that the party's written statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor shall appoint a substitute conciliator or the district governor shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator.

* **Choice of 3rd Conciliator/Chairperson** – In the event the selected conciliators cannot agree on a choice for the third conciliator or chairperson within 15 days, unless otherwise extended for good cause, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall then select a third conciliator or chairperson. In the event the second team of selected conciliators cannot agree on the choice of a third conciliator or chairperson within 15 days, from within the district in which the dispute arises, the selected conciliators may select a conciliator who is a member of a club outside the respective district/multiple district. In the event the second team of selected conciliators still cannot agree on the selection of the conciliator, then the Past International Director who most recently served on the International Board of Directors from within the district in which the dispute arises or

from an adjacent district, whichever is closest in proximity, shall be appointed as conciliator/chairperson.

Section 5: Conducting the Conciliation Meeting

Selecting a meeting, time and location

The conciliator(s) must set a date, time and location for the meeting within thirty (30) days of the appointment of the conciliator(s). The location should be a neutral place that is acceptable to all parties. In setting the meeting, the conciliator should take into consideration the schedule of all parties involved and provide reasonable advance notice of the meeting. If either side objects to the date, time or location of the meeting, the conciliator should be contacted immediately to advise of the objection. All parties should work together in scheduling a mutually convenient date, time and location of the meeting.

Preparation for the meeting

Each party and conciliator(s) should adequately prepare for the meeting. To prepare, each party has a responsibility to define and analyze the issues involved in the dispute. Each party should define the scope of the issues and be realistic in what to expect given the time constraints, available resources, costs, local customs, etc. At the end of this guideline, checklists have been developed to assist the parties and the conciliator(s) in preparing for the meeting. Please review this material before attending a meeting.

Participants in the meeting

The participants in the meeting will be the complainant(s), the respondent(s) and the conciliator(s). If additional witnesses are needed, and approved by the conciliator/chairperson, and are necessary in understanding the issues at hand, witnesses, not a party to the dispute, may attend the meeting.

Role of the Conciliator

The conciliator(s) is responsible for setting the tone of the conciliation meeting. The goal is to encourage the parties to amicably resolve their differences. To that end, the conciliator must set a meeting, advise the parties what is expected to occur at the meeting and maintain order at the proceedings. Conciliators should strive to achieve the following principle goals:

- Reduce the hostility between the parties and help them to engage in a meaningful dialogue on the issues raised
- Open discussions into areas not previously considered or inadequately developed
- Communicate positions or proposals in understandable or more palatable terms
- Probe and uncover additional facts and the real interests of the parties
- Help each party to better understand the other party's view and evaluation of a particular issue, without violating confidences
- Narrow the issues and each party's positions, and deflate extreme demands
- Explore alternatives and search for solutions
- Prevent regression or raising of surprise issues; and

- Make a decision that resolves current problems and future parties' needs

The objective of the conciliator(s) is to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator(s) has the authority to issue their decision relative to the dispute. The conciliator(s) acts as a mediator in the meeting and sets the tone and protocol of the meeting. It is the responsibility of the conciliator to ensure that each side has had ample opportunity to present their issues and proposed resolutions.

Role of each party

Each party has a responsibility to fully participate in the process. Open and respectful communication is encouraged. Before arriving at the pre-determined meeting location, each party should carefully review their positions and prepare to have an open discussion regarding the issues. For guidance, attached is a checklist for parties prior to attending the conciliation meeting. As a general rule, the following principles should be followed:

- Define and analyze the issues involved in the dispute
- Identify possible resolutions to settle the dispute
- Prepare all facts, documents and sound reasoning to support the positions
- Be respectful and courteous of all the parties involved in the dispute; and
- Keep an open mind and be prepared to reach a compromise

Rules of conduct during the meeting

The decision as to whether to use more formal, evidentiary style hearing, or whether to have an informal meeting with the parties should be decided and agreed to by all parties prior to scheduling the meeting. If no decision can be reached by all parties, the chairperson or conciliator, if no chairperson, shall determine the format and procedures of the meeting. For more formal hearings, the conciliator can use procedures contained in the rules by the American Arbitration Association, the Association for International Arbitration, International Institute for Conflict Prevention & Resolution, or the International Centre for Dispute Resolution, to name a few. Regardless of the procedures adopted by the parties, all parties should adhere to the following principles:

- Meeting will start promptly at the agreed upon date, time and location
- Chairperson or conciliator, if no chairperson, will preside at meeting
- All parties should be ready for the meeting so that all business can be taken care of in a timely fashion
- Only matters relevant to the dispute at hand will be discussed; and
- All parties will treat each other with respect and courtesy in accordance with the Lions Code of Ethics

Section 6: Final Decision

If unable to find a prompt and amicable resolution between the parties, the conciliator(s) has the authority to issue a decision relative to the dispute. The conciliator must issue a written decision no later than 30 days after the conciliation meeting, and the decision

shall be final and binding on all the parties. In the event there is more than one conciliator, the written decision should be signed by all conciliators with the dissent of any conciliator noted. A copy of the written decision must be sent to all interested parties in accordance with the DRP policies.

The written decision shall be limited to the issues raised by the parties. In addition, all decisions must be consistent with any applicable provisions of the International, Multiple District and District Constitution and By-Laws and policies of the International Board of Directors. Decisions by the conciliator should list a summary of the relevant issues and facts presented by the parties, the applicable DRP and the decision. The following information should be included in the written decision:

- Identify the applicable DRP Policy
- Date of the meeting held
- Brief description regarding the process/procedures that parties followed
- Identify the parties and their respective positions
- Summarize facts presented by the parties
- Analyze the information and discuss the arguments presented by the parties
- Clearly state the decision of the conciliator/panel
- Note any dissenting opinion; and
- Signatures of all conciliators

The decision of the conciliator(s) is final and binding and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. There is no appeal process for the final decision of the conciliator.

Additional Resources on Dispute Resolution

Parties are encouraged to utilize resources and guidance of professional organizations within the jurisdiction that the dispute takes place. The following resources may prove helpful:

Lions Learning Center - Conflict Resolution - www.lionsclubs.org

American Arbitration Association - www.adr.org/

Association for International Arbitration - www.arbitration-adr.org/

International Centre for Dispute Resolution - www.adr.org/sp.asp?id=21890

International Institute for Conflict Prevention & Resolution - www.cpradr.org/

International Chamber of Commerce, Court of Arbitration - www.iccwbo.org/court/

Permanent Court of Arbitration - www.pca-cpa.org/

Dispute Resolution Checklist for Participants

This checklist will assist each side in preparing for the dispute resolution meeting with the conciliator(s). Only use the items that are appropriate for the issues to be resolved by the dispute resolution process. Not all items will apply.

- Organize materials in the order in which you wish to present. This will help each side to present their issues clearly and concisely.
- Prepare a written statement that clearly states your position
- Clearly state what resolution you hope to achieve through the dispute resolution process
- Prioritize the issues in light of your needs
- Ascertain the strengths and weaknesses of your position
- Determine courses of action, positions, and tradeoffs and explore a variety of possible solutions
- Anticipate the other party's needs, demands, strengths and weaknesses, positions, and version of facts
- Collect all written statements that support your position
- Collect all relevant written material that supports your position
- Make copies of written materials for all parties and the conciliator(s) that you intend to use during the process and that you want the conciliator(s) to rely upon
- Provide the conciliator(s) and all parties with a list of witnesses who may have material information relating to the dispute
- Be prepared to discuss in detail the actions you took to resolve the issue prior to engaging dispute resolution
- Check with the conciliator(s) to determine if there are additional documents or information you will be required to bring prior to the meeting
- Turn your phone off during the meeting
- Keep an open mind and be willing reach a compromise

Dispute Resolution Checklist for Conciliator(s)

This checklist will assist the conciliator(s) in preparing for the dispute resolution meeting with the parties. Only use the items that are appropriate for the issues to be resolved by the dispute resolution process. Not all items will apply.

- Request each side to prepare a statement outlining their position
- Request each side to state what result they think should be the outcome of the dispute resolution
- Set up a meeting that is in a neutral location and at a convenient date and time. Make sure each side has plenty of notice.
- Collect all written statements prior to the meeting and ask for any clarifications
- Define and analyze the issues involved in the dispute
- Recognize the parameters of the given situation (realistic expectations, time constraints, available resources, costs, local customs, etc.)
- Prepare an agenda for the meeting. Set the order and time each side may present their positions.
- Prepare rules of conduct for the meeting. For example: only one person may speak at a time, no phones allowed, no interruptions, etc.
- Allow each party to completely state their position
- Keep an open mind and be fair to all of the parties
- Focus on the interests, not the position, of each party
- Determine courses of action, positions, and tradeoffs and explore a variety of possible solutions with the parties
- Encourage parties to come to a resolution that they will both agree to
- Once an agreement is reached, have the parties write it down and sign
- Make a final report and submit to all the parties

Rules of Procedure
Special Meeting to Recommend a
Lion for Appointment as District Governor

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, region chairpersons, zone chairpersons, the cabinet secretary and treasurer (or secretary/treasurer), and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen days.

Rule 3. The chairperson shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three minutes in duration, and may speak personally for five additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

- a. Voting will occur immediately after the close of nominations.
- b. Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.
- c. The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- d. A simple majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article IX, Section 6 (a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the remainder of the governor's term.

Summary of Rules of Special Meeting to Recommend a Lion for Appointment as District Governor

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, region chairpersons, zone chairpersons, the cabinet secretary and treasurer (or secretary/treasurer) and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five minutes, and his/her seconder may speak for an additional three minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

Rules of Procedure Special Meeting to Recommend A Lion for Appointment as First Or Second Vice District Governor

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By- Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to

appoint a qualified club member as first or second vice district governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3. The district governor shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting. (a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Supremacy of Standard Forms

If the provisions of the respective district (single, sub or multiple) or club constitution and by-laws conflict with the International Constitution & By-Laws, International would govern and control. Article XIII, Part d, of the International By-Laws provides in part:

"(d) Each district shall adopt a constitution and by-laws which shall be consistent with the constitution and by-laws, as amended from time to time, and the policies of the International Board of Directors. All such district constitution and by-laws shall be subject to interpretation according to the laws in effect, from time to time, in the state of incorporation of the International Association of Lions Clubs."

Further, if the respective district (single, sub or multiple) or club constitution and by-laws is silent on a matter, the Standard Form Constitution and By-Laws would respond. Chapter VII, Section A4 of the International Board Policy Manual, provides in part:

“4. Supremacy of Standard Forms

BE IT RESOLVED, That the board of directors shall and hereby does declare as policy that with respect to any matter of district (single, sub or multiple) operation which is not covered by the constitution and by-laws of the respective district (single, sub or multiple) and is covered by the Standard Form (single or multiple district) constitution and by-laws, that the provisions of the latter shall govern and control.

BE IT FURTHER RESOLVED, That the board of directors shall and hereby does declare as policy that with respect to any matter of club operations which is consistent with the International Constitution and By- Laws and is not covered by the constitution and by-laws of the respective club and is covered by the Standard Form Lions Club Constitution and By-Laws that the provisions of the latter shall govern and control.”