

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS NOTIFICATION OF CLUB BRANCH



PLEASE TYPE OR PRINT USING BLOCK LETTERS

DATE: _____

PARENT CLUB NAME: _____

PARENT CLUB NUMBER: _____ DISTRICT: _____

NAME OF BRANCH: _____

The branch name should include the location of the branch, with the designation "branch" followed by the name of the parent club. The branch should not use a trademarked name, and must follow the guidelines established by Lions Clubs International.

BRANCH LIAISON _____
NAME

STREET ADDRESS

CITY/STATE/COUNTRY

POSTAL CODE/ZIP CODE

TELEPHONE _____ E-MAIL ADDRESS

BRANCH COORDINATOR _____
NAME

STREET ADDRESS

CITY/STATE/COUNTRY

POSTAL CODE/ZIP CODE

TELEPHONE _____ E-MAIL ADDRESS

BRANCH VICE COORDINATOR _____
NAME

STREET ADDRESS

CITY/STATE/COUNTRY

POSTAL CODE/ZIP CODE

TELEPHONE _____ E-MAIL ADDRESS

This branch is needed to serve the community, has reasonable prospects for success and has planned activities for its community. The current district governor has been notified of the development of the branch and whether or not there is a club(s) in the community in which the branch will operate. In the event that there is such a club(s), written permission has been obtained from the club(s) board of directors to form this branch and extend Lion service.

SIGNATURE OF PARENT CLUB PRESIDENT: _____

DATE: _____

1st Copy – Lions Clubs International

2nd Copy – District Governor

3rd Copy – Multiple District
Extension Chairman

4th Copy – Parent Club

BRANCH OF CLUB

POLICY OF THE INTERNATIONAL BOARD OF DIRECTORS

Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch would meet as a committee with a coordinator and a vice-coordinator serving as locally elected officers. The coordinator would fulfill leadership responsibilities and the vice-coordinator would act as the group's secretary-treasurer. These two individuals, along with the branch liaison would create the executive committee of the branch.

- a. The members of the branch would be encouraged to meet two or more times each month.
- b. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
- c. The branch members shall elect a coordinator who shall serve on the parent club's board of directors and would be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the third officer of the branch of the parent club.
- d. Dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.
- e. Branches must be located in the same district (single or sub-) as the parent club.
- f. Branches may be formed in communities not currently served by a Lions club or in areas served by clubs, with the written permission of the clubs that serve the community. Only one branch allowed in a specific location.
- g. The parent club must notify the district governor of the formation of the proposed branch.
- h. A branch may be dissolved by a resolution of the parent club. The members of the branch would remain active members of the parent club.
- i. Protest of a Branch of Club
 - 1) By an Established Club: the formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
 - 2) By a District Governor: the district governor may request that the International Board of Directors review the development of a branch.

SOURCE: BOARD POLICY MANUAL – 7/2003
Adopted October 27, 1999

The branch must also abide by the constitution and by-laws of the parent club.

**FOR MORE INFORMATION, PLEASE CONTACT:
NEW CLUBS AND MARKETING DEPARTMENT
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OAK BROOK IL 60523-8842 USA
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