

CHAPTER X EXTENSION

A. NEW CLUB CRITERIA

1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly which has been duly organized and has elected officers. Such application, signed by not less than such number of members as the International Board of Directors shall require, shall be made, on forms provided, to the International Office of the association and shall be accompanied by such charter fees as the International Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs.

2. Documentation

No proposed club shall be issued a charter, entered upon the record of Lions Clubs International or be officially recognized until the day the following items are received at the International Headquarters in Oak Brook, Illinois, USA and approved by the international board or its designee:

- a. Completed official application for charter.
- b. The names of a minimum of twenty (20) charter members, 75% of whom are new Lions, except in the case of friendly separation of a large existing club.
- c. Corresponding charter fees - The charter fee shall be US\$30.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.

- (1) No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.

- (2) In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.

3. Charter Members

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

4. Club Sponsor

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

The criteria for the approval of a new club under these special circumstances shall be any of:

- (1) When no other existing districted Lions club is in close geographical proximity to the proposed club.

- (2) When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.
 - (3) When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.
 - (4) When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.
- c. An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner, will be presented to the sponsoring club.

5. Club Name

- a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
- e. No Lions club may add "International" as a distinguishing designation to its name.
- f. The term "Leo" may be added as a distinguishing designation to the name of a Lions club.

6. Club Boundaries

The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and by-laws, where the club is located.

7. Charter Approval Date

The date the charter application is approved will be the charter approval date. This date will appear on the club charter and on the official association records.

8. Charter

- a. The president and the secretary of Lions Clubs International shall sign all charters for new clubs. The sponsoring club or district cabinet's or district committee's name will also be shown.
- b. Charters for new clubs shall be sent directly to the district governor or coordinating Lion. An approved charter for an undistricted club shall be sent to the president of the new club.

9. Dues

Charter member dues begin the first of the month following the date upon which the member's name was reported to the sponsoring club, coordinating Lion and Lions Clubs International. The new Lions club will be billed for dues shortly after its charter is closed.

10. Charter Application Deadline

Complete charter applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20th will be processed for the current fiscal year.

11. Ensuring Viable New Clubs

A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual International dues when the charter applications are submitted; 3) have the charter applications certified by both the district governor and the vice district governor.

B. BRANCH OF CLUB

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.

C. CLUB PROTEST COMPLAINT PROCEDURE

It is the intent of Lions Clubs International to encourage the development of new Lions Clubs. However, it is recognized that in very limited instances circumstances may exist that may have adverse impact and/or limit formation of a new club. The following rules of procedure shall apply for hearing complaints concerning the proposed charter of a new Lions Club:

A complaint will not be considered for reasons that do not comply with International Board policy as determined by the New Clubs and Marketing Department in consultation with the Legal Division. The reasons may include, but are not limited to the following: 1. Territorial Disputes – no club may claim exclusive rights to a specific territory; 2. Name Restrictions – no club may protest the name of a new club, unless the name does not comply with current board policy; 3. Boundary Restriction – no club may restrict the territory of a new club; 4. Approval Restrictions – it is intended that existing clubs encourage and mentor new Lions club, but they are not required to approve new club.

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the manager, New Clubs and Marketing Department, for distribution to the members of the Membership Development Committee and the International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual directors, or to parties other than those listed in this procedure.

A. Complaint

1. May be filed only by an established club whose charter area is directly affected (i.e., the proposed boundaries are within the boundaries of the protesting club) or by the district governor of the district where the proposed club is to be chartered. A complaint may not be filed by an individual member.

By a Club:

The written complaint must be approved at a general membership meeting of the club and must first be filed with the district governor and the council chairperson with a copy to the manager, New Clubs and Marketing Department, prior to the approval of the club's charter. If the district governor and/or the council chairperson cannot resolve the problem within ten (10) days from the date the complaint is received by the New Clubs and Marketing Department, the governor and/or the council chairperson shall send their recommended solution to the New Clubs and Marketing Department.

By a District Governor:

If the district governor refuses to sign a proposed charter application, he or she may file a complaint pursuant to this procedure by filing a recommendation and reasons for not signing for approval in writing, which must be received at headquarters within thirty days (30) days from the date of the application submittal. The governor must comply with the present policy or forfeit the right of complaint.

2. A complaint, signed by a club officer or district governor, stating the reasons for the protest and demonstrating why the proposed club will not be viable or will adversely affect a present club's existence must be received by mail, fax, or other writing at the International Headquarters prior to the proposed new club's charter date.
3. Must conform to the format in Section C below.
4. Must be accompanied by US\$500.00 filing fee, or its equivalent in the respective national currency, which is refunded in the event the international board finds in favor of the complainant.
5. Copy of the complaint must be forwarded by complainant at the same time and by the same method of communication to the council chairperson, district governor, manager, New Clubs and Marketing Department, and/or party/parties complained of. Upon receipt of any such complaint, the manager, New Clubs and Marketing Department, where feasible, may furnish by airmail 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 by the complaining party shall be produced upon request.

B. Response

Response to the complaint must originate from party/parties immediately involved only and shall conform to the format provided in Section C below and be received in its original form by mail or by courier service at the international office within at least thirty (30) days after receipt of complaint.

C. Format Of Complaint And Response

1. The letter of complaint shall not exceed five (5) pages in length and shall be signed by a club officer or the district governor. No request to exceed these page limits will be granted. 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 proposed new club; and (d) proposed new club charter date.
2. At the close of the document submitted, the original signature of an authorized representative of the club or the district governor shall appear.
3. A complaint shall not be accepted for consideration if any document is not in compliance with these guidelines; it shall be returned indicating non-compliance. The document, however, shall be deemed timely filed provided that a proper document is substituted prior to the approval of the club under protest. The International Board of Directors, through the Membership Development 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 or response to said complaint not received in accordance with the above stated procedures or requirements.

Documentation for denied charters will be returned to the listed president of the proposed new club. Charter applications may be resubmitted for approval at another time when circumstances may change.

When a decision is rendered by the International Board of Directors to accept a charter or deny approval at that time, further protest will not be considered. The decision of the International Board is final and binding.

All protest information must be received by the New Clubs and Marketing Department at least 15 days prior to the scheduled board meeting in order to be considered at that board meeting.

It is important to note that any club that is received that does not have an official protest filed with Lions Clubs International may be granted a charter.

D. GUIDING LION PROGRAM

1. The "Guiding Lion" program assists newly chartered clubs. An experienced Lion shall be selected from the sponsoring club or district to assist and provide guidance to the new club. The guiding Lion may be selected from a Lions club other than the sponsoring club only if the appointee is the best person for the new club. The guiding Lion cannot be a member of the newly organized club nor the current district governor.
2. The Extension and Membership Division shall appoint a guiding Lion based upon the recommendations of the district governor, and the sponsoring club president.
3. The guiding Lion is appointed for a one year term beginning on the charter approval date.
4. A training course for charter members in newly organized clubs shall be established and administered through the guiding Lion with personnel being provided by the district and sponsoring club.
5. The guiding Lion's name and address shall be placed on the application for the Lions club charter form.
6. A special award for the guiding Lion shall be presented following the first anniversary of the newly chartered club. The guiding Lion award shall be forwarded to the new club president for appropriate presentation. The Extension and Membership Division shall verify compliance with the guidelines and requirements for this award. The district governor shall be responsible for implementing the program. If a replacement of the guiding Lion becomes necessary, a successor shall be appointed under the same procedure.

E. AWARDS

1. International Extension Awards

- a. The following extension awards may be earned by individual Lions. They shall not be presented retroactively.
 - (1) For organizing one Lions club – Extension Award No. 1
 - (2) For organizing two Lions clubs – Extension Award No. 2
 - (3) For organizing three Lions clubs – Extension Award No. 3
 - (4) For organizing four Lions clubs – Extension Award No. 4

- (5) For organizing five Lions clubs – Extension Award No. 5
- (6) For organizing ten Lions clubs – Supreme Extension Award
- (7) For organizing fifteen Lions clubs – Extension Award Plaque
- (8) For organizing twenty Lions clubs – Extension Award Plaque
- (9) For organizing twenty-five Lions clubs – Extension Award Statuette
- (10) For organizing thirty Lions clubs – Extension Award Tie Pin
- (11) For organizing forty Lions clubs – Extension Award Ring
- (12) For organizing fifty Lions clubs – Extension Award Watch
- (13) For organizing seventy-five Lions clubs – silver Extension Award pin, plaque, and expenses paid (according to the Rules of Audit) as an honored guest of Lions Clubs International to the next district or multiple district convention with appropriate presentation by highest ranking Lions Clubs International officer in attendance.
- (14) For organizing one hundred Lions clubs – gold Extension Award pin, plaque, expenses paid (according to Rules of Audit) as an honored guest of Lions Clubs International to the next forum in the constitutional area or multiple or district convention with appropriate presentation by highest ranking Lions Clubs International officer in attendance.
- (15) For organizing one hundred-fifty Lions clubs – pin with diamond, plaque, and expenses paid (according to Rules of Audit) as an honored guest of Lions Clubs International to the next international convention with appropriate presentation by the president of Lions Clubs International.

- b. No more than two extension awards shall be given for the organization of any club. Said awards will be presented to the two Lions making the greatest contribution toward the organization effort as determined by the district governor. Extension award recipients cannot be from the club being organized unless they are active transfer members or former members of Lions clubs or Lioness clubs. Selections shall be reported to the international office by the district governor. In districts without a district governor, the organizer(s) named on the application for Lions club charter will determine the recipients of the extension award.

- c. Extension awards shall be sent to the governor for presentation along with the club charter.
- d. A maximum time limit of six months after the charter approval date of a new club shall be allowed for the request of an extension award.
- e. Neither a district governor in office nor an employee of Lions Clubs International may receive an international extension award.
- f. A personal letter from the president of the association shall be sent to every Lion who organizes a new club.

2. District Governor Extension Award

- a. Awards will be presented to governors according to the International President's Program.
- b. For recording purposes, completed new club applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20 will be credited to that current fiscal year's annual records, with corresponding extension awards also credited to the eligible club, district and international officers in office that year.

3. District Extension Chairperson Award

Each district showing a 5% net increase in clubs will qualify the district extension chairperson to receive an appropriate award.

F. CLUB NAME CHANGE

- 1. For a Lions club to change its name, the following information must be submitted to the New Clubs Department, International Headquarters:
 - a. A letter of authorization from the Lions club board of directors recommending the new name.
 - b. An expression of opinion letter from the district governor regarding the name change.
 - c. A letter signed by an authorized officer of each of the other clubs that about the Lions club requesting the name change consenting to the name change.
- 2. The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.

G. NEW COUNTRY CRITERIA

- 1. The following criteria shall be satisfied before a proposed club in any new country or geographical area is submitted to the international board for charter approval.
 - a. The goals and purposes of Lions Clubs International can be accomplished under local government structures.
 - b. Residents and citizens of a new country/geographical area are free to join and participate meaningfully in local Lions clubs.
 - c. Proposed Lions clubs and districts may operate under Lions Clubs International Constitution and By-Laws.
 - d. Clubs and districts may be adequately serviced in necessary administrative needs.
 - e. Activities of proposed clubs can be adequately supported by local residents and citizens.
 - f. Banking and monetary conditions in a new country permit favorable transfer of association funds.
 - g. The rules governing the formation of a new club are fulfilled.
 - h. A coordinating Lion has been approved by the International Board of Directors.
 - i. A Guiding Lion shall be appointed prior to the formation of any club to insure that all prospective members are fully aware of the responsibilities of being a Lion. This Guiding Lion shall submit a report prior to the formation of any club, and periodic reports after chartering of a new club, to monitor its progress.
 - j. In addition to the Guiding Lion overseeing the formation of the new club, a past international president or past international director from the area, should visit the club site and speak with all involved in the formation of this club. The past officer should then submit a letter regarding his/her findings. The past officer should follow up with the club after it is chartered and report back to the board on the club's progress.
 - k. Prior to the establishment of a new country, the sponsoring club of any proposed new club shall submit a letter explaining their plan for assisting the new club, and plans to give proper orientation. It is the

responsibility of the sponsoring club to do so.

- i. The club itself shall write a letter outlining the commitment being made by the members of the proposed club, i.e., payment of dues, conduct fundraising activities, and plans to assist those less fortunate.
 - m. The sponsoring club shall not pay the dues of the club it has sponsored. From the moment a club submits an application for charter, all financial responsibilities shall be handled by the members of the prospective club.
2. Written evidence that the criteria has been met shall be sent to the Extension and Membership Division at International Headquarters.
 3. At the time the new club charter is approved, the international board shall determine whether or not the new country shall be part of a provisional zone, region or district or remain undistricted.

H. COORDINATING LION PROGRAM

1. **Purpose**
The Coordinating Lion Program shall assist in the overall development of Lionism in new countries through individual Coordinating Lions' work with the clubs and members in the assigned country.
2. **Selection**
After at least two Lions clubs are chartered in a new country, and there is a strong possibility for organization of more clubs in the near future, a Coordinating Lion shall be selected and appointed by the board for the term of one year. Reappointment shall be permissible with the board's consent.
3. **Qualifications**
 - a. Lions club member in good standing over 10 years;
 - b. One year of experience each as:
 - Club president
 - Zone chairperson;
 - c. Familiar with the people, culture, life of the assigned country;
 - d. Ability to speak the language of the assigned country preferable.

4. Responsibilities

- a. Render support and assistance to the clubs and members in the area;
- b. Ensure that the clubs are functioning properly and conducting meaningful service activities on a regular basis;
- c. Conduct orientation meetings to increase members' knowledge about Lionism world-wide;
- d. Encourage and assist organization of new clubs;
- e. Work closely with other Lions and International Officers involved;
- f. Any other tasks and duties assigned by the board.

5. Reporting

Report to the District and Club Service Committee of the board no less than 3 times a year through the District and Club Administration Division at Headquarters.

6. Reimbursement

The expenses of Coordinating Lions shall be reimbursed up to US \$4,500 per year according to the established Rules of Audit.

I. CHINA AFFAIRS COORDINATING COMMITTEE

1. **Objective** – To promote the organization and chartering of new clubs and the long-term growth and development of membership in China. To ensure that all such activities are in accordance with the Association's Constitutions and By-Laws and Board Policy and with the proper approval of the government of the People's Republic of China.
2. **Requisite** – The committee should be familiar with the Association's Constitutions and By-Laws and Board Policy, the history of diplomatic relations with China, and the current membership and extension programs of the Association within China.
3. **Duties**
 - a. Represent the International Board of Directors and Executive Committee as liaison to the government of the People's Republic of China.
 - b. Travel as necessary to meet with governmental officials of the People's Republic of China

- c. Participate in discussions to ensure the continued, long-term stability of diplomatic relations among the Association, China, Multiple District 300 Taiwan, and other countries or geographical areas within the Orient and Southeast Asia constitutional area.
 - d. Remain informed about political, governmental, legal and social developments that may affect the committee's objectives.
 - e. Coordinate the growth and development of Lions clubs within China.
 - f. Seek opportunities for positive public relations to enhance the image, prestige and acceptability of Lions clubs and the Association within China.
 - g. Recommend strategic approach and future action necessary to achieve the committee's objectives.
 - h. Perform such other duties as requested by the International Board of Directors and Executive Committee.
4. **Meetings** – The committee meets as deemed necessary by the committee and as otherwise directed or approved by the International President, the Executive Committee or the International Board of Directors.
5. **Reporting** – The committee reports to the Executive Committee, and the activities of the committee shall be approved by the Executive Committee. The Executive Committee will refer any matter concerning the committee that requires Board approval to the International Board of Directors.

J. FIELD OPERATIONS MANAGERS

1. Salaries and Benefits

- a. Full-time managers in the field operations shall be paid salaries which, under the employment, economic, social and salary conditions of the respective country or countries in which they serve (which conditions shall include but not be limited to currency equivalents, the type of service performed, comparative standard of living, and local employee benefits) shall afford them economic and salary status equivalent to that of department manager I and II positions in the international office.

- b. Accidental death and dismemberment insurance shall be obtained for our full and part-time managers in the field in the amount of \$100,000 each.

2. Travel and Expenses

The normal Rules of Audit will apply with the following additions.

a. Presentations of Claims

(1) Full-time

Only those expenses incurred while away from home are to be charged to the association. Expenses are to be rendered on the official forms and sent to the headquarters office each week.

(2) Part-time

Those expenses incurred while away from home in accordance with the Rules of Audit are to be charged to the association. Expenses, if any, are to be rendered on the official forms and sent to the headquarters office each month.

b. Automobile Transportation

- (1) For United States the Rules of Audit will apply.

- (2) Outside the United States automobiles may be used on twenty-eight cents (US 28¢) per mile or seventeen and a half cents (US 17 1/2¢) per kilometer basis.

- (3) An exception may be made on a case by case basis substantiated with supporting documentation and approved jointly by the administrative officers.

c. Special Trips

Allowance for cross-country travel or special trips, such as attending conventions, will be covered by special authorization.

d. Travel Expenses for Spouse

The field operations manager's spouse while traveling with an executive officer or the immediate past president may be reimbursed under established Rules of Audit providing prior written approval has been given by the international president.

K. MULTIPLE DISTRICT EXTENSION CHAIRPERSON PROGRAM

1. Purpose

To maintain the ongoing success of the LCI Membership Plan in all multiple districts by establishing working chairpersons who have all the necessary professional or professional-like skills in extension operations.

2. General Description

The multiple district extension chairpersons (MDEC) are Lions whose work involves motivation, training, promotion, and coordination - all aimed at establishing new clubs. The MDEC program shall function as an ongoing extension program in all districts worldwide.

L. CONSTITUTIONAL AREAS

1. List of Constitutional Areas

I. United States of America, Its Affiliates, Bermuda & The Bahamas

Bahamas, Commonwealth of The
Bermuda
Puerto Rico, Commonwealth of
United States of America
United States Virgin Islands

II. Canada

Canada
Saint Pierre and Miquelon, Territorial
Collectivity of

III. South America, Central America, Mexico & Islands of the Caribbean Sea

Anguilla
Antigua and Barbuda
Argentina Republic
Aruba
Barbados
Belize
Bolivia, Republic of
Bonaire
Brazil, Federative Republic of
British Virgin Islands
Cayman Islands
Chile, Republic of
Colombia, Republic of
Costa Rica, Republic of
Curacao
Dominica, Commonwealth of
Dominican Republic
Ecuador, Republic of
El Salvador, Republic of
Grenada

Guyane, Department of
Guadeloupe, Department of
Guatemala, Republic of
Guyana, Co-operative Republic
Haiti, Republic of
Honduras, Republic of
Jamaica
Martinique, Department of
Montserrat
Netherlands, Antilles
Nicaragua, Republic of
Panama, Republic of
Paraguay, Republic of
Peru, Republic of
Saint Christopher-Nevis
Saint Lucia
Saint Vincent and the Grenadines
Suriname, Republic of
Trinidad & Tobago, Republic of
United Mexican States
Uruguay, Eastern Republic of
Venezuela, Bolivarian Republic of

IV. Europe

Aland Islands
Albania, Republic of
Andorra, Principality of
Armenia, Republic of
Austria, Republic of
Belgium, Kingdom of
Belarus, Republic of
Bosnia and Herzegovina
Bulgaria, Republic of
Channel Islands
Croatia, Republic of
Cyprus, Republic of
Czech Republic
Denmark, Kingdom of
England
Estonia, Republic of
Faroe Islands
Germany, Federal Republic of
Finland, Republic of
French Republic
Georgia, Republic of
Gibraltar
Greenland
Hellenic Republic
Hungary, Republic of
Iceland, Republic of
Ireland, Republic of
Isle of Man
Israel, State of
Italy, Republic of
Kyrgyz Republic
Latvia, Republic of
Liechtenstein, Principality of
Lithuania, Republic of
Luxembourg, Grand Duchy of
Malta, Republic of
Macedonia, FYROM
Moldova, Republic of
Monaco, Principality of

Montenegro, Republic of
Netherlands, Kingdom of the
Northern Ireland
Norway, Kingdom of
Poland, Republic of
Portugal, Republic of
Romania
Russian Federation
San Marino, Republic of
Scotland
Serbia, Republic of
Slovak Republic
Slovenia, Republic of
Spain, Kingdom of
Sweden, Kingdom of
Swiss Confederation
Turkey, Republic of
Ukraine
Vatican City, State of
Wales

V. The Orient and Southeast Asia

Brunei Darussalam, State of
Cambodia, Kingdom of
China Guangdong
China Hong Kong
China Macau
China Shenzhen
China Taiwan
CMNI (Saipan)
Guam
Japan
Korea, Republic of
Malaysia, Federation of
Micronesia, Federated States of
Mongolia
Philippines, Republic of the
Singapore, Republic of
Thailand, Kingdom of

**VI. India, South Asia, Africa
and the Middle East**

Algeria, People's Democratic Republic of
Angola, Republic of
Bahrain, Kingdom of
Bangladesh, People's Republic of
Benin, Republic of
Botswana, Republic of
Burkina Faso, Democratic Republic of
Burundi, Republic of
Cameroon, Republic of
Cape Verde, Republic of
Central African Republic
Chad, Republic of
Comoros, Union of the
Congo, Republic of the
Congo, Democratic Republic of the
Djibouti, Republic of
Egypt, Arab Republic of
Equatorial Guinea, Republic of
Ethiopia, Federal Democratic Republic of
Gabonese Republic

Ghana, Republic of
Guinea, Republic of
India, Republic of
Iraq, Republic of
Cote d'Ivoire, Republic of
Jordan, Hashemite Kingdom of
Kazakhstan, Republic of
Kenya, Republic of
Lebanon, Republic of
Lesotho, Kingdom of
Liberia, Republic of
Madagascar, Republic of
Malawi, Republic of
Maldives, Republic of
Mali, Republic of
Mauritania, Islamic Republic of
Mauritius, Republic of
Morocco, Kingdom of
Mozambique, Republic of
Namibia, Republic of
Nepal, Kingdom of
Niger, Republic of
Nigeria, Federal Republic of
Pakistan, Islamic Republic of
Reunion, Department of
Rwanda, Republic of
Senegal, Republic of
Seychelles, Republic of
Sierra Leone, Republic of
Somalia
South Africa, Republic of
Sri Lanka, Democratic Socialist
Republic of
Sudan, Republic of
Swaziland, Kingdom of
Tanzania, United Republic of
Togo, Republic of
Tunisia, Republic of
Uganda, Republic of
United Arab Emirates
Zambia, Republic of
Zimbabwe, Republic of

**VII. Australia, New Zealand,
Papua New Guinea, Indonesia
& The Islands of the
South Pacific Ocean**

American Samoa, Territory of
Australia, Commonwealth of
Cook Islands
Fiji Islands, Republic of the
Indonesia, Republic of
New Caledonia and Dependencies,
Territory of
New Zealand
Norfolk Island, Territory of
Palau, Republic of
Papua New Guinea
Tahiti
Timor-Leste, Democratic Republic of
Tonga, Kingdom of
Vanuatu, Republic of
Samoa, Independent State of

2. Procedures for Assigning Individual Countries to Constitutional Areas

- a. Assignment of a new or existing association country or territory to a constitutional area shall require approval of the board.
- b. A transfer cannot break up any existing multiple district, country or territory.
- c. The letter of petition for transfer must be accompanied by the reason(s) for the transfer, and a certified copy of the minutes of the official meeting during which the proposal was reviewed and approved by the releasing and accepting constitutional areas.
- d. Transfer petitions should be submitted to the board no later than the 31st of August in order for the board to review the petitions.
- e. The constitutional area change, when approved by the board of directors, will take effect at the adjournment of the following international convention.