

INDEX

	Paragraph	Committees	E.
		Mailings	E.1.
		Committee Meetings - Post Convention	E.2.
		Mailing Agendas	E.3.
		Additional Agenda Items	E.4.
		Advance Committee Meetings	E.5.
		Non-Voting Advisors	E.6.
		Long Range Planning Procedure	F.
		Committee Structure	F.1.
		Board Committees	F.2.
		Long Range Action Procedure	F.3.
		Committee Agenda Item	F.4.
		Staff Liaison	F.5.
		Long Range Plan	F.6.
		Strategic Plan	F.7.
		Guidelines Ad Hoc Committees	G.1.
		Guidelines for the Planning and Development of New Program Initiatives	G.2.
		Pilot Programs	G.3.
		Guidelines for the International President's Theme	G.4.
		Guidelines Cooperative Alliances	H.
		Special Centennial Planning Committee	I.
		CHAPTER IV – CLUB SUPPLIES	
		Emblem or Insignia of a Lions Club	A.
		Club Supplies Income	B.
		Authorization to Bill Accounts	C.
		Payment for Merchandise	D.
		Price of Merchandise	E.
		Lions Emblem Use - Trading Pins	F.
		Other Items Bearing Lions Emblem	G.
		Items Bearing Lions Emblem	H.
		Official Supply Catalog in Languages	I.
		Special Identification Pins	J.
		100% Secretary Award	K.
		Lapel Buttons	L.
		Miniature Lions Pin (Lapel Button)	M.
		CHAPTER V – CLUBS	
		Obligations of Chartered Clubs	A.
		Classifications	B.
		Good Standing	B.1.
		Non-Functioning Clubs	C.
		Status Quo & Charter Cancellation	D.
		Status Quo	D.1.
		Charter Cancellation of Clubs	D.2.
		Club Awards	E.
		Rules for Club President Excellence Award	E.1.
		Service Award	E.2.
		Perfect Attendance Awards	E.3.
		Information Storage and Retrieval	F.
		Sponsorship of Affiliate Lioness Clubs	G.
		Merger of Two or More Lions Clubs	H.
		CHAPTER VI – CODE OF ETHICS & FLAG	
		Code of Ethics	A.
		Official Lions Flag	B.
CHAPTER I – ACTIVITIES			
Vision Statement	A.		
Mission Statement	B.		
Adopted Service Programs of LCI	C.		
Sight Conservation and Work With the Blind	D.		
Health Services	E.		
Sight Excellence in Effort Award	F.		
District Hearing Chairperson's Award	G.		
Guidelines for Proposals for Int'l. Assoc. Service Programs	H.		
Lions Opportunities for Youth (Youth) Awards Program	I.		
Diabetes Awareness Incentive Program	J.		
Community and Cultural Activities Award	K.		
Hearing Aid Recycling Program	L.		
Lions Family Month	M.		
Non-Discrimination Policy	N.		
Environmental Photo Contest	O.		
Lions Services for Children Awards	P.		
Lions Environment Chairperson Award	Q.		
ALERT Banner Patch	R.		
CHAPTER II – BOARD COMMITTEES			
Audit Committee	A.		
Constitution and By-Laws Committee	B.		
Convention Committee	C.		
District and Club Service Committee	D.		
Finance and Headquarters Operation Committee	E.		
Finance Function	E.1.		
Headquarters Operation Function	E.2.		
Leadership Committee	F.		
Long Range Planning Committee	G.		
Membership Development Committee	H.		
Public Relations Committee	I.		
Public Relations	I.1.		
THE LION Magazine	I.2.		
Lions Information	I.3.		
Service Activities Committee	J.		
CHAPTER III – BOARD OF DIRECTORS			
Meetings	A.		
Minutes - Board Meetings	A.1.		
Reports	A.2.		
Secret Ballot	A.3.		
Attendance - non-members	A.4.		
Policy Matters	A.5.		
Forum Discussion	A.6.		
Meetings - Executive Committee	B.		
Minutes	B.1.		
Action	B.2.		
Relationship with Other Agencies & Organizations	B.3.		
Mailing Agendas to Board Members	B.4.		
President	C.		
Directors	D.		
Indoctrination	D.1.		
Spouses - Interpreters	D.2.		
Effective November 3, 2008			

CHAPTER VII – CONSTITUTION & BY-LAWS

Constitutions	A.
District	A.1.
Club	A.2.
Multiple District	A.3.
Supremacy of Standard Forms	A.4.
Stamp Club	A.5.
Trading Pin Club	A.6.
Numismatists Club	A.7.
Internet Club	A.8.

CHAPTER VIII – CONVENTION

General Policy	
Convention Site Selection Procedure	A.
Primary Bid Requirements	A.1.
Additional Bid Requirements	A.3.
Bid Forms	A.4.
Convention Site Outside US	A.5.
Bid Review & Preparation	A.6.
Bids & Contracts	A.7.
Convention Site Correspondence	A.8.
Reinspection of Convention City	A.9.
Reinspection Report	A.10.
Convention Housing and Registration	B.
Registration Fee	B.1.
Pre-Registration	B.2.
Delegation Hotels	B.3.
District Headquarters Housing & Cancellation Deadlines	B.4.
Housing Procedures	B.5.
Headquarters Hotel	B.6.
Past Presidents' Accommodations	B.7.
Reserve Housing for Each District Governor	B.8.
Reserve Housing for Each District Governor Elect	B.9.
Suite (Complimentary)	B.10.
Convention Events and Activities	C.
Activities or Events Approval	C.1.
Meal Functions	C.2.
Shows & Entertainment Review & Bid Proposal	C.3.
Flag Ceremony	C.4.
Memorial Service	C.5.
Parade Order, Prohibitions and Participation	C.6.
International Show	C.7.
Forums, Meetings, Conferences	C.8.
Service Activities Center	C.9.
Convention Sales - Merchandise & Trading Pins	C.10.
District Governors Elect Spouses Orientation	C.11.
International Family Arrangements	D.
Introductions	D.1.
International Officers - Special Services	D.2.
Convention Awards	D.3.
Activity Coupons/Tickets	D.4.
Housing	D.5.
Official Banquets	D.6.

Election Procedure	E.
Make-up of Credentials Committee	E.1.
Make-up of Elections Committee	E.2.
Elections Year Badges for Elections Committee	E.3.
Elections Committee Voting Time	E.4.
Refreshments	E.5.
Campaign Expenditures	E.6.
Candidate Campaign Material	E.7.
Candidates for International Office - Speeches	E.8.
Convention Election Ballots	E.9.
Procedures for Credentials, Certification, Voting	E.10.
Personnel/Procedures	F.
Employee Assignments and Approval	F.1.
Reimbursement of Appointees	F.2.
Reimbursement Procedures	F.3.
Speakers - Seminars	F.4.
Appreciation Certificate/Gift for Convention Speakers	F.5.
Convention Information - Publications - Communications	G.
Convention Proceedings	G.1.
Convention News and Notes	G.2.
Publicity - Seminars and Sessions	G.3.
Suggestion Box	G.4.
Translation Equipment	G.5.
Financial Statement	G.6.
Magazine Editors' Meeting	G.7.
Badges	H.
Name Badges	H.1.
Delegates	H.2.
Non-Lions	H.3.
Badge Replacements	H.4.
Staff Badges	H.5.
Source of Revenue	I.

CHAPTER IX – DISTRICT OFFICERS & ORGANIZATIONS

Excellence Award Rules	A.
Club Visitation	B.
Rules of Audit District Governor Expenses	C.
Total Allowable Expense	C.1.
Submission of Claims	C.2.
Reimbursable Functions and Events	C.3.
Transportation	C.4.
Hotel	C.5.
Meals	C.6.
Stationery Allowance	C.7.
Stenographic Expense	C.8.
Communication Expenses	C.9.
Postage	C.10.
District Governors-Elect Expense	D.
District Organizations	E.
Provisional Districts	F.
Redistricting	G.
District Officer & Chairperson Responsibility	H.
District Chairperson	H.1.
Vice District Governor	H.2.
First Vice District Governor	H.2.
Second Vice District Governor	H.3.

Cabinet Officer Buttons and Decals	I.
Lapel Buttons	I.1.
Decals	I.2.
Mailing Lists	J.
Council Chairperson Selection	K.
Multiple District Chairperson	L.
MERL Teams	M.
Official Name Badges	N.

CHAPTER X – EXTENSION

New Club Criteria	A.
Branch of Club	B.
New Club Protest	C.
Guiding Lion Program	D.
Awards	E.
Club Name Change	F.
New Country Criteria	G.
Coordinating Lion Program	H.
China Affairs Coordinating Committee	I.
Field Operations Manager	J.
Multiple District Extension Chairperson Program	K.
Constitutional Areas	L.

CHAPTER XI – FINANCE

Bank Resolutions	A.
Authorized Check and Proxy Signatories	B.
Safe Deposit Box	C.
Investment of the Association Funds	D.
Commitments and Special Authority	E.
Accounting Procedures	F.
Accounting System	F.1.
Internal Audit Function	F.2.
Accounting Operations for International Conventions	F.3.
The Lion Magazine Budget	F.4.
Total Expense for Convention Public Relations - Budget	F.5.
Club Supplies Division Allocation	F.6.
Balance Sheet to All Members	F.7.
Alternate Billing of Semi-Annual Subscription	F.8.
Allocation of Headquarters Cost to LCIF	F.9.
Carrying Charge on Merchandise and District Accounts	F.10.
Carrying Charge on Club Accounts	F.11.
Club Suspension and Cancellation	F.12.
Budget Procedures	G.
Budget Preparation	G.1.
Updated Forecast Revenues and Expenses	G.2.
Future Board Meeting Budget	G.3.
Budgeting and Write-Off for Capital Equipment	G.4.
Transfer of Association Funds, Exchange Rates, etc.	H.
Empowering Resolution	H.1.
Transfer Funds to LCIF	H.2.
Blocked Funds	H.3.
Financial Statements Re Untransferable Funds	H.4.
Payment of Association Obligations	H.5.

Exchange Rates	H.6.
Definition Equivalent National Currency	H.7.

CHAPTER XII – INTERNATIONAL OFFICE & STAFF

Salary Increase & Classification Changes	A.
Board Meeting & Convention Time Off	B.
Division Managers & Staff	C.
Legal Division - Labor Laws	D.
Travel Rules	E.
Division Managers	E.1.
Department Managers	E.2.
Mileage Allowance	E.3.
Luggage Replacement	E.4.
Expense Advances	E.5.
Group Insurance Plan For Employees	F.
Retirement, Annuity and Retirement Plans	G.
Retirement Income Plan	G.1.
Administrative Committee	G.2.
Vacation Policy Paid Time Off Policy	H.
Fringe Benefits, Hours, Etc.	I.
Eligibility	I.1.
Holidays	I.2.
Sick Leave	I.3.
Bereavement Leave	I.4.
Service Recognition	I.5. I.2.
Headquarters Hours of Operation	I.6. I.3.
Employee Training	I.7. I.4.
Employment of Relatives	I.8. I.5.
Medical Check-ups—Adm. Officers & Div. Mgrs.	I.9. I.6.
General	J.
Salaries & Expenses in Local Currency	J.1.
Commercial Licensee Gifts	J.2.
Staff Candidacy for International Office	J.3.
Speaking Assignments	J.4.

CHAPTER XIII – INTERNATIONAL RELATIONS

United Nations Relationship (ECOSOC)	A.
International Organizations Affiliation	B.
October - Int'l. Relations Month	C.
International Relations Programs	D.
Requests - Money, Materials or Services	E.
International Pledge	F.
International Relations Recognition Program	G.
Multiple District International Relations Chairperson	H.

CHAPTER XIV – LEADERSHIP DEVELOPMENT

Leadership Program	A.
Club Officers Orientation	B.
MD Orientation of District Governors Elect	C.
Int'l. DGE Seminar	D.
First Year Directors Orientation	E.
Ongoing Leadership Programs	F.
Leadership Development Chairperson	G.

CHAPTER XV – LEGAL

Trademark Policies	A.
Association, as a name	B.
Constitutional Interpretations	C.
Status - District Organizations	C.1.
Constitutional Area - Turkey	C.2.
Constitutional Area - Israel	C.3.
Blocked	C.4.
Currencies Selected	
by the Board of Directors	C.5.
Vacancy in the Office of	
Immediate Past President of LCI	C.6.
Immediate Past	
District Governor	C.7.
Dollars and Cents	C.8.
Free Transfer	C.9.
Delegate Status Current or	
Past International Officer	C.10.
Interpretation "Good Moral Character..."	C.11.
Interpretation "Vacancy"	C.12.
Revised Boundaries Districts	C.13.
Use of Funds – Emergency Reserve	C.14.
Eligibility to be Elected	C.15.
Year and a Day	C.16.
First & Second VDG Qualifications	C.17.
Second Vice President Qualification	C.18.
Candidate Withdrawal	C.19.
District Governor Candidacy Requirements	C.20.
Paid in Advance	C.21.
Notice of Amendments & Convention Call	C.22.
Legal Opinions	D.
Funds Raised from Activities	D.1.
Affiliation with Non-Lion Organizations	D.2.
Financial Aid to Candidates	D.3.
Liquor License	D.4.
Past Club, District and Int'l.	
Officer Organizations	D.5.
Violations of Int'l. Constitution, Board Policy...	D.6.
Ballot Retention	D.7.
Video Teleconferencing	D.8.
Club Solicitation	D.9.
Promotion of Professional/Private	
Commercial Interest	D.10.
International Trading Pin Club	E.
Stamp Clubs	F.
Lions Club Participation in Employee Insurance	G.
Contracts	H.
Conflict of Interest	I.
Constitutional Complaints Procedures	J.
Constitutional Complaints	J.1.
DG/VDG Election Complaints	J.2.
District Dispute Resolution	J.3.
DG/Past International Officer	
Intervention Procedure	J.4.
MD Dispute Resolution	J.5.
Abbreviated Name of the Association	K.
Litigation Involving Association	L.
Advise Exec. Officers Staff Responses	M.

Effective November 3, 2008

Withdrawal of Candidacy for Int'l. Office	N.
Registered Agents of Association	O.
Fiscal Agents	P.
Legal Responsibilities - Board	Q.
Commercial Licensee Gifts	R.
Conflict of Interest	S.

CHAPTER XVI – LCIF

Structure	A.
Mission Statement	A.1.
Members of Foundation	A.2.
Board of Trustees	A.3.
Officers	A.4.
Grants	B.
Purpose	B.1.
Monitoring	B.2.
Annual Budget	B.3.
Solicitation Disaster Relief	B.4.
Lions Quest	C.
Overview	C.1.
Administration	C.2.
Revenues/Program Expenses	C.3.
Budget	C.4.
Operation	D.
Administration	D.1.
Solicitation/Fund Development	D.2.
Major Fundraising Campaigns	D.3.
Gift Acceptance Policy	D.4.
Guidelines – Partnerships and	
Alliances	D.5.
Rules of Audit	E.
Endowment Funds	F.
Non-Discrimination Policy	G.
Banking	H.
Investments	I.
Accounting Procedures	J.
Fiscal Agents	K.

CHAPTER XVII – MAGAZINE

Editorial Policy	A.
Administrative/Financial Procedures	B.
Advertising	C.
Subscriptions and Circulation	D.

CHAPTER XVIII – MEMBERSHIP

Chevrons	A.
Classifications	B.
Family Membership Program	C.
Student Member Leo Conversion Program	D.
Continuous Membership	E.
Fees	F.
Membership Programs	G.
Key Award Program	G.1.
Reports	H.
Non-Discrimination Policy	I.

CHAPTER XIX – OFFICERS, PRESENT & PAST

Administrative Officers	A.
-------------------------	----

Executive Director, Secretary & Treasurer	B.	Letterheads/Stationery	O.
Titles Past Officers	C.	Newsletter	P.
Title - Secretary-General	D.	President's Manual	Q.
Officers, Directors & Past Presidents	E.	Constitutions	R.
Past Officers	F.	Certificates of Election	S.
Publications - Candidates for Int'l. Office	G.	Club Telephone Numbers	T.
Officer Lapel Pins	H.	Messages, Greetings, Etc. from Employees	U.
Death - Board Member, PIP, Spouse	I.	Mailing of Information	V.
		Fundraising Booklet	W.
		Int'l. Relations/Youth Exchange Directory	X.
		Cultural Relevancy Guidelines	Y.

CHAPTER XX – PUBLIC RELATIONS

Publications	A.
Officer/Director Publicity Materials	B.
Candidate Biographies	B.1.
Current Officer/Director Biographies	B.2.
Publicity Photographs	B.3.
Presidential Photographs	B.4.
National Anthems	B.5.
Int'l. Visitors Kit	B.6.
Publicity Materials Past Officers	B.7.
Audio Visual Materials	C.
Contests	D.
Official Protocol	E.
Awards	F.
Ambassador of Good Will	F.1.
LCIF-Friend of Humanity Award	F.2.
Lion Medal of Honor	F.3.
Presidential Award	F.4.
Certificate of Appreciation	F.5.
Humanitarian Award	F.6.
Head of State Medal	F.7.
Medal of Distinction	F.8.
Medal of Merit	F.9.
Order of the Lion	F.10.
Int'l. Director Recognition Award	F.11.
National/International Awards	F.12.
Certificates and Cards	F.13.
New Awards	F.14.
Int'l. Leadership Award	F.15.

CHAPTER XXI – PUBLICATIONS

Official Publication	A.
Official Publication Designation	B.
Authority to Change	C.
Authority to Print	D.
Printed Items in Languages	E.
Inventory Printed Items	F.
Print Orders	G.
Authorized Payments	H.
New Materials Phase In	I.
Translations	J.
Use USA with Overseas Publications	K.
PU 101 Forms	L.
Directory	M.
Distribution	M.1.
Names/Addresses Listing	M.3.
Vital Information	N.

CHAPTER XXII – SPEAKING ENGAGEMENTS AND TRAVEL RULES

Engagement Guidelines	A.
Authorized Meetings	A.1.
Other Lions Functions	A.2.
Area Forums	B.
Budgets	C.
Special Assignments	D.
Rules of Audit	E.
Insurance	F.
Medical	F.1.
Accidental Death & Dismemberment	F.2.
New Director Orientation	G.
Travel - Number of People on	
Same Mode of Transportation	H.
Spouse Travel Responsibility Guidelines	I.

CHAPTER XXIII – YOUTH PROGRAMS

Leo Club Constitution	A.
Leo Club By-Laws	B.
Policy Sanctioning Youth Programs	C.
Leo District Constitution	D.
Leo Multiple District Constitution	E.
Youth Exchange Program Policy	F.
International Youth Camp	G.
Youth Programs Department	H.
Compliance	I.