

CHAPTER XXII  
LEO CLUB PROGRAM

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**A. STATEMENT OF POLICY OF THE LEO CLUB PROGRAM**

1. **A Youth Program** is hereby established as an official activity of Lions Clubs International. It shall be effected and implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.
2. **Purpose:** The purpose of this official Youth Program is:
  - a. to make available to Lions clubs an activity whereby they may serve the needs of youths in their respective areas;
  - b. to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international communities; and
  - c. to promote service activities among the youth of the community to develop the individual qualities of LEADERSHIP, EXPERIENCE AND OPPORTUNITY, and to unite its members in friendship, fellowship and mutual understanding.
3. **Name and Emblem:**
  - a. The name of the Youth Program shall be Leo Club International Program and all clubs recognized thereunder shall be known as Leo clubs.
  - b. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.
  - c. The Leo name and emblem are the sole property of Lions Clubs International, and all authority for and obligation with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.
  - d. Leo clubs shall adopt names chosen, or approved by the sponsoring Lions club(s).
  - e. At the initiating club's option, the title "Castores" may be inserted after the title "Leo" in the Leo club's formal identification, provided that:
    - (1) this option is extended only to Leo clubs in Brazil;
    - (2) all Leo clubs exercising this option observe and adhere to the standard Leo Club Constitution and all the rules and regulations of the Leo Club Program; and

- (3) all such clubs are considered bona fide and fully certified clubs within the Leo Club Program.
4. **Jurisdiction:** The board of directors of Lions Clubs International shall have and does hereby retain all authority, control and supervision over all aspects of the Leo Club International Program, including but not by way of limitation, establishment and implementation of constitutional, organization, procedural and all other operating requirements of said program and methods for enforcement of the same.
5. **Constitution:**
- a. The board of directors of Lions Clubs International shall frame, and all Leo clubs shall adopt and be governed by a Standard Leo Club Constitution.
  - b. All activities, projects, and programs of Leo clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions Clubs International. The Board of Directors of Lions Clubs International, only, shall have power to amend the Standard Leo Club Constitution.
  - c. Each Leo club may adopt by-laws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions Clubs International. These by-laws and any subsequent amendments shall be subject to the approval of the sponsoring Lions clubs.
6. **Sponsorship:**
- a. No youth group or organization shall be recognized as a Leo club by Lions Clubs International unless sponsored by a Lions club. No Lions club may sponsor a Leo club except in accordance with the Leo Club International Program policies established from time to time by the board of directors of Lions Clubs International.
  - b. A Leo club shall be a “Lions club sponsored affiliation.”
  - c. The sponsoring Lions club is responsible for the organization, supervision and guidance of the Leo club, which club shall be certified and recognized by Lions Clubs International so long as it operates within the policies established by Lions Clubs International.
  - d. Where the Leo club is school-based, guidance and supervision by the sponsoring Lions club shall be exercised in full cooperation with the school authorities, and be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.
  - e. Each Leo club shall be sponsored by the Lions club whose territorial limits include, wholly or partially, the district area of the school and/or schools, from which the members are drawn. Written authority may be granted by the board of directors of

Lions Clubs International to organize a Leo club outside the territorial limits of the sponsoring Lions club.

- f. Two or more Lions clubs may jointly sponsor a Leo club upon written approval of the Lions district governor and/or International Board of Directors where it is shown that the best interest of the district will be served. Membership is open to the entire territorial limits of all jointly sponsoring Lions clubs. Artificial divisions of single student bodies will be avoided. All sponsoring Lions clubs will have equal representation on the Advisory Committee. However, one Lions club must be designated as liaison with the Lions Clubs International Headquarters.
- g. Leo clubs may draw their memberships from student populations or from the community at large, including employed individuals and professionals in training. Leo clubs may be organized within schools, community organizations, churches, and other entities, whether in cities or rural areas.
- h. The sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the club's board of directors.

## **7. Operating Procedures**

- a. A Lions club may request from Lions Clubs International a Certificate of Organization of a youth group as a Leo club, upon submission of necessary information regarding original members, elected officers, and verification of adoption of the Standard Leo Club Constitution by its members.
- b. A Certificate of Organization signed by the international president shall be forwarded to the sponsoring Lions club for formal presentation to the Leo club at an appropriately planned meeting.
- c. Thereafter, each year the sponsoring Lions club shall be billed by Lions Clubs International. Likewise, the Leo club secretary, under the supervision of the Leo club advisor, shall submit to the international office an up-to-date membership report which includes Leo officers and members on or before the first day of July each year. The annual membership report shall be made available to the sponsoring Lions club and the Leo club via MyLCI. It is the responsibility of the sponsoring Lions club president to ensure that the report is completed by the deadline specified.
- d. The Leo club may, through the sponsoring Lions club, secure for its Leo club members various items bearing the Leo club emblem from LCI Club Supplies. Such purchases may be shipped and billed to the Lions club's account or paid via one of the payment methods offered by LCI Club Supplies. Reimbursement to the Lions club may be made by the Leo club members through its regular procedure for handling such administrative funds.

- e. District and multiple district Leo club chairpersons shall prepare an annual report on Leo district or multiple district organizations in their areas respectively and submit it to the international office no later than July 1 of each fiscal year. This report where appropriate shall list the Leo clubs constituting the approved Leo district or multiple district and specify the names of the duly elected Leo district and multiple district officers. The report shall be made available to district governors and appropriate multiple district council chairpersons. It shall be the responsibility of the district governor and the council chairpersons where appropriate to ensure that the report is completed and submitted by the deadline specified.
- f. The name and contact information of the Leo club advisor of each Leo club shall be reported to the international office annually.
- g. International Club Twinning shall be adopted as an activity of the Leo Club Program.
- h. The position of multiple district Leo club chairperson shall be recommended in those multiple districts where the Leo club program exists.
- i. The Leo Club Certificate of Organization shall show the endorsements of the international president, secretary of the association and the president of the sponsoring Lions club.
- j. At time of certification, or when there is a change or a confirmation of club status, each Leo club shall declare itself as an Alpha Leo club or an Omega Leo club by notifying the Leo Club Program Department at International Headquarters.

## 8. **Finances**

- a. Lions Clubs International recognizes the importance of providing a suitable level of resources and support to Leo clubs and sponsoring Lions clubs throughout the association's constitutional areas. In order to maintain the resources and support necessary for the ongoing growth and development of the Leo Club Program, the association issues an annual Leo levy/fee to all Lions clubs that sponsor an active Leo club. The rate of the annual Leo levy is periodically reviewed by the Service Activities Committee to ensure that the amount being billed is adequate to maintain pace with the ongoing growth and development of the Leo Club Program. Such reviews may, from time to time, result in an increase of the annual Leo levy.
- b. Each Lions club sponsoring a Leo club shall receive a flat annual billing of US\$100.00. Payment of this levy may be made in US dollars or its equivalent in the respective national currency.
- c. The Leo club levy may be paid from the sponsoring Lions club's undesignated activity account.

- d. Credit for a terminated Leo club shall be given only if a signed Leo Club Termination Form from the sponsoring Lions club, addressed to the Leo Club Program Department at International Headquarters, is received by October 31. Credit shall be given only for the current fiscal year.
- e. No part of the expenses of the Leo club officers or meetings of Leo clubs or groups of Leo clubs shall be paid by Lions Clubs International. However, when an International Leo Forum is authorized by the board, the necessary budget for incidental expenses such as promotion, visual aids, luncheon, etc., may be provided.
- f. Costs involved in arranging any meetings of Leo clubs or groups of Leo clubs should be kept as low as possible, consistent with effective meetings and meaningful programs.
- g. It is the responsibility of the Leo club's membership to raise the funds necessary to carry out the program of the club.
- h. Lions club(s) sponsoring Leo club(s) should not contribute more than occasional or incidental financial assistance to such Leo clubs.
- i. Leo clubs shall not make solicitations for financial assistance from Lions clubs or from other Leo clubs.
- j. Leo clubs shall not solicit individuals, businesses or organizations in their respective communities for any purpose, without giving something of value in return.
- k. Any dues or assessments on the membership of any Leo club should be nominal and should be only for the purpose of covering the cost of administering the club; generally speaking, funds for activities and projects undertaken by Leo clubs should be raised by such clubs apart from such dues or assessments.
- l. Lions clubs and Lions district conventions inviting members of Leo clubs to participate in the programs of such clubs and conventions and/or conferences shall subscribe to sufficient accident insurance to protect the Lions club or district convention against any possible legal or moral obligation.
- m. An organization fee in the amount of US\$100.00 shall be required for all new Leo clubs and billed to the sponsoring Lions club. The fee may be paid from either the Lions club's administrative account or from the Lions club's undesignated activity account.

## 9. Sanctions

- a. A member of a Leo club shall relinquish all rights and privileges pertaining to membership therein, including the right to wear and display the Leo club emblem when:

- He/she ceases to be a member, or
- His/her club ceases to function, or
- He/she reaches an age one year greater than the maximum age limit, or
- He/she ceases to be a member in good standing.

#### LEO CLUB TERMINATION PROCEDURE

To officially cancel a Leo club, a sponsoring Lions club shall follow these procedures:

- (1) In instances where a sponsoring Lions club is considering cancelling its Leo club, the matter shall be brought before the Lions club's membership at a regular meeting. If a simple majority of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit a Leo Club Termination Form to the Leo Club Program Department at International Headquarters. After receipt of the termination form, the international office shall then process cancellation of the Leo club.
- (2) A minimum of 30 days prior to the sponsoring Lions club vote to determine if its sponsored Leo club will be cancelled, the district governor shall be informed by an officer of the sponsoring Lions club in writing of the club's intent to cancel the Leo club.

b. A Leo club shall be terminated:

Upon determination of its membership, or

By withdrawal of sponsorship by its sponsoring Lions club, or

By withdrawal of recognition by Lions Clubs International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause.

#### (1) PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION

When a Lions club wishes to cancel its Leo club without the agreement of the Leo club members, the Lions club shall give the Leo club ninety (90) days' notice along with a written report listing reasons for cancellation. A copy of this report shall be sent to the following officers:

- (a) Leo club advisor

- (b) district Leo club chairperson
- (c) multiple district Leo club chairperson (if any)
- (d) Leo district president or associate district Leo club chairperson (if any)
- (e) Leo multiple district president (if any)
- (f) District governor

The sponsoring Lions club's board of directors shall allow the above-named officers an opportunity to become acquainted with the situation and to consult with them. The district cabinet, when reviewing the question, shall give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If problems cannot be resolved through the intervention of district officers within the ninety-day period, the matter shall be brought before the Lions club's membership at a regular meeting. If two-thirds of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit the Leo Club Termination Form (Leo-86) to the international office, with copies to the above-named officers, as applicable. After receipt of the report, the international office shall then process cancellation of the Leo club.

- c. The International Board of Directors, as a matter of policy, shall not allow any individual or organization, except Lions Clubs International, to circularize Leo clubs for any purpose.
- d. A Leo club whose sponsoring Lions club has been cancelled shall have a 180 day grace period in which to find a new sponsoring Lions club and avoid termination.

## 10. Awards

- a. Attendance awards shall be designed for Leos to be presented to the Leos by the sponsoring Lions club. The same shall be a catalog item to be purchased by the sponsoring club.
- b. The present attendance tab which is sold by the Club Supplies and Distribution Division for use with regular Lions lapel buttons shall also be sold to the Lions clubs to be given to Leo members and used with Leo club lapel pins.
- c. Leo Extension Award Certificates, signed by the Lions Clubs International President, shall be issued, one to the president and one to the advisor from the sponsoring Lions club, upon reporting of each new Leo club.

- d. A Leo Award of Honor shall be instituted, to be given by Leo clubs to an individual club member for outstanding service, and shall be made available as a catalog sale item.
- e. Leo Club Excellence Award

The guidelines governing this award shall be as follows (Note: unless otherwise stated, the district governor referred to in these criteria shall be that district governor in office during the fiscal year for which the award is sought.):

- (1) **Eligibility:** Each district shall be allowed to nominate one Leo club for the award each year. The nomination must be made by the district governor and endorsed by the district Leo club chairperson.
- (2) **Application form:** An application form for this award will be made available to each district governor. This form is to be completed by the district governor and endorsed by the district Leo club chairperson. It should be submitted along with a detailed written report of the nominated Leo club.
- (3) **Criteria:** Leo clubs considered for this award shall be judged for excellence in the following categories:
  - (a) **Service to others:** A Leo club should be both persevering and creative in seeking opportunities for service within its community.
  - (b) **Fundraising techniques:** Special emphasis shall be given to creativity in this area, as well as adaptability of fundraising ideas by other clubs.
  - (c) **Leadership:** Effective leadership by club officers in planning, organizing, and implementing club projects and in maintaining an active membership shall be considered.
  - (d) **Public relations:** This category challenges Leo clubs to enhance their public image by publicizing their activities through the news media and other avenues.
  - (e) **Club administration:** This item covers communications with the international office, including submission of officer and membership reports.
- (4) **Deadline:** A detailed written report along with the completed application form must be received by the international office no later than August 15 immediately following the close of the fiscal year for which the application is submitted.



- (5) **Use of reports:** The information provided in the reports of nominated Leo clubs will be considered for publication. Photographs and slides submitted will be retained by the international office as part of the formal application.
- (6) **Type of Award:** An embroidered banner patch and chevron, bearing the fiscal year for which the award is granted, will be sent to the current president of the sponsoring Lions club for presentation by the highest ranking Lions officer available.

f. **100% Leo Club President's Award**

- (1) The 100% Leo Club President's Award shall be presented to all qualified Leo club presidents. The requirements shall be:

- (a) The Leo club shall comply with the Standard Leo Club Constitution and the policies of the International Board of Directors, and shall refrain from any action encouraging unauthorized use of the name, good will, emblem, and other insignias of the association.
- (b) The Leo club shall show a net increase in active membership for the fiscal year. (Net increase is not affected by transferred, deceased, or at-large members.)

or

The Leo club president must have personally sponsored one or more new members into the Leo club prior to the end of the fiscal year.

- (c) The Leo club must have conducted at least one major service activity. This may be a joint community project with the sponsoring Lions club.
- (d) The Leo club must have conducted at least one major fundraising project with substantial membership participation. This may be a joint community project with the sponsoring Lions club.
- (e) New club officers must have been reported to the international office by July 1.
- (f) The Leo club president must certify that all new members have been properly indoctrinated and assigned to a working activity or service committee.
- (g) The Leo club president must have been recommended by the Leo club advisor to the sponsoring Lions club president who shall certify the Leo club president has met all the requirements therefore.

- (2) Founding presidents of Leo clubs certified during the first six months of the fiscal year shall be eligible.

**g. Leo Club Anniversary Award**

This award shall be presented to Leo clubs which have achieved the fifth and tenth anniversaries, and anniversaries in multiples of five thereafter, of their certification by the international office. To be eligible Leo clubs must have been in continuous existence since the time of their certification. Leo clubs, which had been terminated and were later reorganized shall qualify as of their most recent certification date.

**h. Leo Club Advisors' Outstanding Service Award**

An Outstanding Service Award shall be issued to Leo club advisors, subject to the following requirements:

- (1) The Leo club must have complied with the Standard Leo Club Constitution and the policies of Lions Clubs International and shall have refrained from any action encouraging unauthorized use of the name, good will, emblem, or insignias of the association.
- (2) The advisor must have:
  - (a) prepared and implemented an on-going leadership development program for members of the Leo club, and guided Leo club officers in fulfilling their leadership functions.
  - (b) motivated Leo club members to be service-minded and to promote fellowship.
  - (c) regularly attended Leo club meetings, fostered a healthy rapport and communication between the Leos and the sponsoring Lions club, and kept Lions club members informed on the status and progress of the Leo club through regular reports.
  - (d) actively assisted the Leo club in conducting major service and fundraising projects.
  - (e) demonstrated ability to listen to young people, identify their needs and interests, and given constructive advice and encouragement.
  - (f) promoted the Leo club's participation in district activities or in activities with other Leo clubs.
- (3) Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

i. **Leo Club Chairperson Achievement Award**

- (1) **Eligibility:** To be eligible a Lion must have served as the officially appointed district or multiple district Leo club chairperson during the immediate past fiscal year.
- (2) **Award Criteria:** To earn this award, the nominee must meet criteria in each of the following categories:
- (a) **Extension:** There must be a net increase of at least one (1) Leo club in the district at the end of the fiscal year. If the candidate is a multiple district chairperson, there must be a net increase of at least two (2) Leo clubs in the multiple district. To count for the net increase, new Leo clubs must be officially certified by the international office no later than June 30 of the fiscal year for which the Lion is nominated.
- (b) **Leadership Development:** The candidate must have conducted a successful Leo leadership development workshop in the district for Leo club advisors and Leo officers. Multiple district chairperson candidates must have conducted a leadership development workshop for the Leo club chairperson of the sub-districts.
- (c) **District Leo Activities:** The candidate must have either served successfully as a liaison with a Leo district or Leo multiple district council or organized meetings, activities, or contests among the Leo clubs within a district or multiple district where no Leo council has been established.
- (d) **Administration:** The candidate must have submitted completed Leo district or Leo multiple district reports to the international office as required.
- (e) **Promotion:** The candidate must have accomplished one of the following:
- visited at least five (5) different Lions clubs to promote the Leo club program
  - conducted a Leo seminar or forum at the district (or multiple district) convention.
  - conducted a “Leo Week” in the district (or multiple district) to promote awareness of Leo clubs.

Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

j. **100% Leo District President Award Certificate**

**Award Criteria:** To earn this award, the Leo district president must meet the following requirements:

- (1) The Leo district president and the Leo district council shall have complied with the Standard Leo District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.
- (2) The Leo district president, in collaboration with the district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the district.
- (3) The names of newly elected presidents of all Leo clubs in the district must be reported to the international office by the deadline specified.
- (4) The Leo district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the district.
- (5) The district Leo conference, as prescribed by the Standard Leo District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a district wide nature shall likewise be made.
- (6) The Leo district president shall have accomplished one of the following:
  - A net increase in Leo membership in the district or
  - A net increase of at least one Leo club in the district.

Based on criteria, a certificate shall be awarded by the district Leo club chairperson with approval from the district governor.

**k. 100% Leo Multiple District President Award Certificate**

**Award Criteria:** To earn this award, the Leo multiple district president must meet the following requirements:

- (1) The Leo multiple district president and the Leo multiple district council shall have complied with the Standard Leo Multiple District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.
- (2) The Leo multiple district president, in collaboration with the multiple district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the multiple district.

- (3) The names of newly elected presidents of all Leo clubs in the multiple district must be reported to the international office by the deadline specified.
- (4) The Leo multiple district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the multiple district.
- (5) The multiple district Leo conference, as prescribed by the Standard Leo Multiple District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a multiple district wide nature shall likewise be made.
- (6) The Leo multiple district president shall have accomplished one of the following:
  - A net increase in Leo membership in the multiple district or
  - A net increase of at least one Leo club in the multiple district.

Based on criteria, a certificate shall be awarded by the multiple district Leo club chairperson with approval from the council chairperson.

## **1. Leos of the Year Award**

### **(1) Eligibility**

The award shall be available to any current Leo club member who:

- (a) is in good standing;
- (b) meets membership age requirements as provided in the Standard Leo Club Constitution and By-Laws;
- (c) is not a previous recipient of the award.

### **(2) Criteria**

Consideration shall be given to a Leo club member who has:

- (a) demonstrated outstanding leadership skills;
- (b) achieved a superior record as a Leo in implementing successful service projects;
- (c) made an identifiable contribution to the development and growth of the Leo Club Program;

- (d) achieved distinction in community or school activities outside of Leo club commitments;
- (e) demonstrated high ethical standards and personal integrity.

**(3) Nominations**

- (a) Each multiple district council of governors may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the multiple district. The nomination must be submitted on the official application form for the award. The application must be signed by the multiple district council chairperson in office during the fiscal year in which the nomination is made.
- (b) A single district that is not part of a multiple district may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the district. The nomination must be submitted on the official application form for the award. The application form must be signed by the district governor in office during the fiscal year in which the nomination is made.

**(4) Deadline**

Award applications must be received at the International Headquarters no later than April 1 of the fiscal year for which the candidate is nominated.

**(5) Award**

The award shall consist of a medal and neck ribbon featuring the official Leo colors. The medal shall bear the Leo emblem and the inscription, "Leo of the Year," on the face. The back of the medal shall be engraved with the recipient's name and the year the award is given. A congratulatory certificate from the international president will accompany the award.

**(6) Recognition**

Award recipients shall be named by the International Board of Directors at their final meeting of the fiscal year. The award shall be sent to the council chairperson or district governor, as appropriate, for presentation. Award recipients' names shall be publicized in appropriate official publications.

**m. Leo October Membership Growth Award**

Upon verification of eligibility, an appropriate award shall be issued to any Leo who brings in three or more new members to his or her Leo club during October, Leo Membership Growth Month.

**n. Leo Club Extension Award Certificate**

- (1) District Level: District governors, district Leo club chairpersons, and Leo district presidents who achieve a net gain of at least three new Leo clubs in their district by June 30 will receive a Leo Club Extension Certificate.
- (2) Multiple District Level: Council chairpersons, multiple district Leo club chairpersons, and Leo multiple district presidents who achieve a net gain of at least five new Leo clubs in their multiple district by June 30 will receive a Leo Club Extension Certificate.

**o. Top Ten Leo Club Extension Award**

- (1) District Level: District Leo club chairpersons and Leo district presidents of the ten districts with the highest net growth of new Leo clubs during a Lions fiscal year will receive a Top Ten Leo Club Extension lapel pin.
- (2) Multiple District Level: Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District will also each receive a lapel pin.

**p. Leo-Lion Banner Patch Award**

Upon verification of eligibility, a banner patch featuring both the Leo club and Lions club logos and the words “Serving Together” shall be issued to the Leo club and its Lions club sponsor for successful completion of joint projects and other types of activities supporting Leo-Lion collaboration.

**q. Lions Club Sponsorship Anniversary Award**

This award shall be presented to Lions clubs that have achieved the fifth anniversary of its sponsorship of a Leo club, and sponsorship anniversaries in multiples of five years thereafter. To be eligible, Lions clubs must have continuously sponsored the Leo club since the Leo club’s certification date or since the Lions club’s sponsorship date of the Leo club, whichever is greater.

**11. International Leo Forum**

An International Leo Forum may be held from time to time in conjunction with the annual Lions International Convention.

**12. Leo Area Forums**

Leo area forums may be organized for the purposes of promoting the principles and objectives of Lions Clubs International and the Leo Club Program; training, educating, and motivating Leos; providing for exchange of information and discussion of service activities; and encouraging fellowship and team-building among Leos and Lions. Guidelines and support for such events shall be set forth in the Leo Area Forum Guide.

### **13. District Organization Relating to Leo Clubs**

- a. For purposes of publicizing, promoting, and organizing Leo clubs within their districts, the governors are requested to appoint District Leo Advisory Committees, chosen from the Lion leaders, vice district governors, zone persons, past district governors, and officers of sponsoring Lions clubs. The district governor and district officers serve to advise and assist Lions and Leo clubs, but their authority shall be confined to district matters only. This policy will also apply to the council of governors with respect to multiple district matters.
- b. Wherever two or more Leo clubs are conveniently located, they should be encouraged to hold interclub meetings with representatives of the District Leo Advisory Committee present. When circumstances permit, district wide meetings may be held.
- c. All meetings shall be arranged at a minimum cost and within the financial means of those participating. No expense of the Leo district organization or its officers shall be paid by Lions Clubs International.
- d. All Leo meetings or conferences held beyond multiple district boundaries shall be held either in conjunction with an official Lions event or under the joint sponsorship and jurisdiction of the appropriate Lions districts or multiple districts.
- e. Associate District Leo Chairperson

The position of associate district Leo club chairperson is an optional appointment made at the discretion of the Lions district governor in those Lions districts where no Leo district has been officially established. The appointee to this position shall be an active member of a Leo club which is in good standing. His or her primary function shall be to assist the district Leo club chairperson in promoting the Leo program and help when requested in the formation of new Leo clubs. The name and contact information of the appointed associate district Leo club chairperson shall be reported to the international office annually. A special lapel tab shall be provided by the international office for each associate district Leo club chairperson reported.

- f. Leo Club Chairperson Term of Office

The term of office for the district and multiple district Leo club chairperson shall be three years, assuming continuing fulfillment of responsibilities, and shall be subject to the approval of the subsequent district governors or council of governors and the council chairperson, respectively.



#### **14. Rules for Leo Attendance Make-up and Credit**

- a. Absence from a regular meeting of a Leo club may be made up within the time limit of 13 days prior to and 13 days following the date of the meeting missed in any one of the following ways:
  - (1) Attendance at a meeting of any other Leo club, regular or special;
  - (2) Attendance at a meeting of the member's home club's board of directors;
  - (3) Attendance at a duly constituted meeting of a standing committee of the member's home club;
  - (4) Attendance at any meeting scheduled or sponsored by the member's own club, including club fundraising and service activities;
  - (5) Attendance at a Leo district meeting;
  - (6) Attendance at a Lions Clubs International Convention, a district or multiple district Leo Conference, or any other recognized Leo meeting.
- b. A member who is forced to miss a meeting or meetings by reason of illness shall automatically be granted attendance credit for meetings missed upon furnishing acceptable evidence of said illness.
- c. A member who is forced to miss meetings as a result of military service, jury duty, or other statutory requirements, shall be given attendance credit for meetings missed. In each case the club board of directors shall decide if credit should be given for the missed meetings.
- d. Any Leo who finds it necessary or is assigned to perform occupational duties for an extended period of time in a place from which he/she cannot readily attend a Leo club meeting may, at the discretion of his/her club, be granted credit for meetings missed.
- e. Responsibility shall be placed on the Leo club secretary to verify the member has fulfilled attendance requirements.

#### **15. Leo Completion of Service Certificate and Leo Years of Service Transfer Program:**

In October 1996, the International Board of Directors approved a special certificate that can be given to any Leo in good standing, who terminates membership in a Leo club, for any reason. The purpose of the certificate is to recognize a Leo's service to the Leo club and community.

Effective September 1, 1997, former Leo club members may include their Leo years of active service in their Lions club membership histories. To receive credit for Leo years of active service, the Leo to Lion Certification Form must be submitted to Lions Clubs International. Current and former Leos must have been a Leo for at least one year and one day to receive credit for their Leo years of active service as part of their Lions club membership histories.

## 16. Leo Months

- a. April - Leo Club Awareness Month
- b. October - Leo Membership Growth Month

## 17. Leo Club Program Advisory Panel

The purpose of the Leo Club Program Advisory Panel is to provide Leos and Lions with an opportunity to represent their respective constituents in matters which affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Items which impact the program shall be presented to the Lions Clubs International Board of Directors for consideration and final approval. The panel will be on-going until determined otherwise by the Board of Directors.

### a. Composition

The panel shall be comprised of two Lions and two Leos from each constitutional area and the Continent of Africa. Each year one Lion and one Leo from each constitutional area and the Continent of Africa will be selected. Panelists will serve a two-year term.

### b. Qualifications

#### (1) Leos

- (a) Candidates shall be current Leo members in good standing in an active Leo club.
- (b) Candidates shall meet the Leo Club Program age requirements outlined in the Board Policy Manual.
- (c) Candidates shall also be one of the following:
  - i. A current or past Leo district or multiple district officer in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.
  - ii. A current or past Leo club officer (president, vice president, secretary or treasurer).

iii. Candidates must have been reported as officers to the Leo Club Program Department at Lions Clubs International.

(2) Lions

(a) Candidates shall be current Lion members in good standing in an active Lions club.

(b) Candidates shall also be one of the following:

- i. A current district or multiple district Leo chairperson. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.
- ii. A past district or multiple district Leo chairperson. A candidate must have been a district or multiple district Leo chairperson within the two fiscal years prior to the fiscal year for which he/she is being nominated.
- iii. Candidates must have been reported as Leo chairpersons to the Leo Club Program Department at Lions Clubs International.

c. Nominations

(1) Leos

(a) Current and past multiple district Leo officers shall be nominated by the current multiple district Leo chairperson (if applicable) and approved by the current council chairperson. If no multiple district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current council chairperson. Multiple districts may nominate only one Leo candidate per fiscal year.

(b) Current and past district (single district or sub-district) Leo officers shall be nominated by the current district Leo chairperson (if applicable) and approved by the current district governor. If no district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one Leo candidate per fiscal year.

(c) Current and past Leo club officers shall be nominated by their Leo club advisor and sponsoring Lions club president, and then approved by the current district governor. Only one Leo club officer per single district or sub-district may be nominated each fiscal year.

(2) Lions

- (a) Current and past multiple district Leo chairpersons shall be nominated and approved by the current council chairperson. Multiple districts may nominate only one candidate per fiscal year.
- (b) Current and past district Leo chairpersons shall be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one candidate per fiscal year.

d. Selection Process

- (1) Nominations shall be submitted each fiscal year via official nomination form, with required signatures, to the Leo Club Program Department at International Headquarters by the deadline indicated on the official nomination form in use for the fiscal year in which the candidate is being nominated.
- (2) The Leo Club Program Department shall review and compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection. In addition, the Service Activities Committee will select one Lion and one Leo from each constitutional area and the Continent of Africa as alternates, in the event a member of the panel is unable to complete the two-year term.

**EXHIBIT A**

*Constitution and By-Laws*

*The Leo Club of* \_\_\_\_\_

**STANDARD LEO CLUB CONSTITUTION**

**ARTICLE I**

**Name**

**The name of this organization is the Leo Club of**  
\_\_\_\_\_

**ARTICLE II**

**Purpose**

To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship and mutual understanding.

**ARTICLE III**

**Sponsorship**

- A. This club is sponsored by the Lions Club(s) of \_\_\_\_\_, but it is not a part thereof, and neither this club nor any of its members has any rights or privileges pertaining to said Lions club(s) or membership therein.
- B. The entire operation of this club shall be guided and supervised by the Lions Club of \_\_\_\_\_. Such guidance and supervision shall be exercised in one of the following ways, the choice to be a joint decision of the sponsoring Lions club(s) and the Leo club.
  - 1. The presence of one or more members of the sponsoring Lions club at every meeting of the Leo club or its board of directors; or
  - 2. By a monthly joint meeting of three representatives of each club, to discuss mutual interests and plans, and to review actions taken by the Leo club and/or its board of directors. In the event of disagreement between the representatives, the ultimate decision shall rest with the sponsoring Lions club; or
  - 3. By submitting for approval within 15 days by Leo club officers a specific report or copy of minutes of any meeting held to the sponsoring club secretary or authorized delegate or representative. The sponsoring club then has the prerogative to call for a meeting between three representatives of the Leo club and three representatives of the sponsoring club to discuss items of mutual interest or plans. In the event of

disagreement between the representatives the ultimate decision shall rest with the sponsoring Lions club.

- C. If the operation of this club shall depend, in any way, upon the cooperation of any school officials, then all school policies and regulations as interpreted by such officials shall be faithfully observed by this Leo club and its members.

#### ARTICLE IV Projects

- A. Subject to the provisions of Article III, this club shall plan and implement, with its own manpower, service projects within its community. Full responsibility for such projects shall rest in this club except where the same is shared in a joint project with another Leo club or other organization.
- B. Projects shall be financed with funds raised by this club, provided, however, that no funds shall be solicited from any individual, business or organization in the community without giving something of value in return therefore.
- C. This club shall not:
  - 1. Solicit or accept more than occasional financial assistance from the Lions Club of \_\_\_\_\_ or any member thereof;
  - 2. Solicit financial assistance from any non-sponsoring Lions club;
  - 3. Solicit financial assistance from any other Leo club.
- D. No portion of the net income resulting from any financial program in which funds are raised from the public shall be used directly or indirectly to benefit this club or any member thereof.

#### ARTICLE V Membership

- A. Membership shall be granted in a Leo club to any person who possesses good character, who shall be deemed eligible by the Leo club committee of the sponsoring Lions club or clubs. Wherever the male gender or pronoun presently appears in the Standard Leo Club Constitution and By-Laws, it shall be interpreted to mean both male and female persons.
- B. **Classes:** Membership in this Leo club shall be as follows:
  - 1. **Active:** A member entitled to all rights and privileges and subject to all obligations which membership in a Leo club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the Leo club and in the Leo district or multiple district of which the club may form part and right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues;

participation in Leo club activities, and conduct reflecting a favorable image of the Leo club in the community.

2. **Member-at-Large:** A member of this Leo club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend Leo club meetings and desires to retain membership in the Leo club, and upon whom the board of directors of the Leo club desires to confer this status. This status shall be reviewed each six months by the board of directors of the Leo club. A member-at-large shall not be eligible to hold office or to vote at Leo district or multiple district conferences but shall pay such dues as the Leo club may require.
  3. **Alpha membership:** A member of the Leo club who is 12 years of age to 18 years of age.
  4. **Omega membership:** A member of the Leo club who is 18 years of age to 30 years of age.
- C. **Termination:** Membership in this Leo club shall cease and terminate automatically upon:
1. Reaching an age one year greater than the maximum age limit.
  2. Termination of existence of this Leo club as provided in Article XV.
  3. Vote therefore of no less than two-thirds (2/3) of all members in good standing.
- D. **Transfer Membership:** This Leo club may grant membership on a transfer basis to a Leo who has terminated or is terminating membership in another Leo club, provided that:
1. A notification for transfer of membership is received by the new Leo club, with a copy to the sponsoring Lions club secretary, from the Lions club sponsoring the former Leo club, within six months following the date of termination of membership in the former club;
  2. such termination was in good standing; and
  3. the age of the transferring member falls within the established age range applying to the new Leo club.
- If more than six months have elapsed between termination of membership in a Leo club and application for transfer to another Leo club, an applicant may acquire membership in this Leo club only under the provisions of Section A of this Article V.
- E. Each Leo club shall declare itself as either an Alpha Leo club or an Omega Leo club by reporting to the Leo Club Program Department at International Headquarters.

**ARTICLE VI**  
**Meetings**

**A. Club Meetings:**

1. Regular business meetings of this Leo club shall be held no less than twice in each month, and preferably once in each week, at time and places set forth in the by-laws.
2. The club president may at any time call, or upon written request to him/her by no less than ten (10) members in good standing, a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each member in good standing and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when mailed or sent electronically to a member at his/her address as shown on the club records at the time of mailing.
3. Quorum: The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of this club.

**B. Board of Directors Meetings:**

1. Regular business meetings of the board of directors shall be held at times and places as provided in the by-laws but in no event less than once each month.
2. The president may at any time call, and upon the written request of any members of the board shall call, a special meeting of the board. Such call may be given verbally or in writing but it shall be given to every member thereof, and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when mailed or sent electronically and addressed to the member at his/her address shown on the club records at the time of mailing.
3. The presence in person of the president or vice president and any three (3) other members of the board shall be necessary for a quorum at any regular or special meeting of the board.
4. Any member of this Leo club in good standing shall have the right to attend any regular or special meeting of the board of directors, but no such member may speak at any board meeting except by consent of the board.

**ARTICLE VII**  
**Officers**

- A. The officers of this Leo club shall be a president, vice president, secretary and treasurer and such other officer(s) as may be provided in the by-laws. Officers shall be members in good standing and shall serve for a term of one (1) year or until their successors have been elected and qualified. No member may hold two (2) offices simultaneously.
- B. In the event of a vacancy in the office of Leo president, the term may be extended, but not beyond three years.



- C. Unless specifically provided otherwise in this constitution, the duties of the officers shall be those assigned to their respective offices under Robert's Rules of Order, Newly Revised.

**ARTICLE VIII**  
**Board of Directors**

Subject to the provisions of Article III

- A. The control and supervision of the business and affairs of this club shall rest in a board of directors composed of all officers of the club and three (3) directors elected from the members in good standing.
- B. The board of directors, through the club officers, shall be responsible for the execution of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- C. The board of directors shall have general control over all committees and officers, may override the decision or action of any officer, and for good cause, may declare any office vacant and appoint a member in good standing to fill any unexpired term thereof.
- D. The board of directors shall present an annual report of its operations to the club membership and to the sponsoring Lions club.

**ARTICLE IX**  
**Elections**

Elections of officers and directors shall be held at times and in accordance with procedures deemed proper by the \_\_\_\_\_ Committee of the Lions Club of \_\_\_\_\_, but in on election shall a vote greater than a simple majority of the votes cast be necessary for election.

**ARTICLE X**  
**Committees**

The by-laws shall provide for finance, project and such other standing committees as may be deemed necessary for administration of the club. The president, with the approval of the board, may appoint such special committees as he/she deems necessary from time to time.

**ARTICLE XI**  
**Fees and Dues**

- A. This club shall charge such additional fees and dues as the Lions Club of \_\_\_ shall deem proper to meet administrative costs of the Leo club, including the amount of any annual

payment due Lions Clubs International by the sponsoring Lions club, which amount may be reimbursed by the Leo club to the sponsoring Lions club.

- B. Any member who shall owe this club any monetary obligation at the time of any vote at any regular or special meeting, or at any other time at which the question of good standing is raised, shall automatically forfeit the privilege of voting by virtue thereof and be considered for all purposes as not in good standing so long as said obligations remain unpaid.

## ARTICLE XII

By accepting membership herein, each member of this club thereby agrees to uphold and be bound by the provisions of the constitution and by-laws of this club.

## ARTICLE XIII

### **By-Laws**

The board of directors of this club shall present, and the members in good standing of this club shall adopt, such by-laws as are deemed necessary to the efficient operation of this club; provided, however, that all such by-laws shall be consistent with the provisions of this constitution. Any by-laws, or amendments thereto or repeal thereof, which shall contravene any provision of this constitution shall be null and void and of no effect.

## ARTICLE XIV

### **Emblem**

- A. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.
- B. The emblem of Leos Clubs International shall be preserved for the exclusive use and benefit of Leo club members. Each member of this club shall be entitled to wear or otherwise display the same in a dignified and appropriate manner during the period of his/her membership. A member shall relinquish such entitlement upon termination of his/her membership or termination of this club.

## ARTICLE XV

### **Duration**

- A. This Leo club shall cease to exist upon the first to occur of the following:
  - 1. Vote of this club to terminate.
  - 2. Receipt by the Leo Club Program Department at Lions Clubs International Headquarters of notice of withdrawal of sponsorship by the Lions club of \_\_\_\_\_ via Leo Club Termination Form.

3. Receipt by the club president or vice president of written notice of revocation of Certificate of Organization of this club as a Leo club by Lions Clubs International
- B. By virtue of termination, provided in Section A, all rights and privileges relating to the Leo name and Leo emblem shall thereon be relinquished and surrendered by this club and its members, individually and collectively.

**ARTICLE XVI**  
**Parliamentary Authority**

Unless specifically provided otherwise in this constitution all questions of parliamentary procedure in the operations of this club shall be governed by Robert's Rules of Order, Newly Revised.

**ARTICLE XVII**  
**Amendments**

This constitution may be amended only by action of the board of directors of Lions Clubs International and all amendments when adopted shall automatically amend and become provisions of this constitution.

**ARTICLE XVIII**

The fiscal year of this club shall run from July 1 to June 30.

**STANDARD LEO CLUB BY-LAWS**

**ARTICLE I**  
**Elections**

- A. Election of officers and directors of this club shall be held annually prior to \_\_\_\_\_ . Those elected shall take office on July 1 following their election.
- B. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes cast by the members present and in good standing shall be elected.

**ARTICLE II**  
**Fee and Dues**

- A. Each new member shall pay an admission fee of \$\_\_\_\_\_.
- B. Each member shall pay annual dues of \$\_\_\_\_\_.

C. No other assessment of members shall be made for any purpose whatsoever.

### ARTICLE III

#### **Committees**

A. The president, with the approval of the board of directors, shall appoint the following standing committees:

1. **Finance.** This committee shall be responsible for determining ways and means of financing any and all club operations and projects.

2. **Project.** This committee shall be responsible for initiation and implementation of club community projects.

B. No committee composed solely of members of this club shall take any action to effect its plans until the same have been approved by a majority of the votes cast at a duly constituted club meeting.

### ARTICLE IV

#### **Amendments**

A. These by-laws may be amended at any regular or special meeting of this club, but only upon the affirmative vote of a majority of all members in good standing, provided: (1) notice of the respective amendment or amendments and the meeting at which such amending vote is to be taken is given at least fourteen (14) days prior thereto at a regular meeting at which a quorum is present, and (2) such amendment or amendments is approved by the Lions Club of \_\_\_\_\_.

B. Any provision of these by-laws which conflicts with the constitution of this club shall be null and void and of no force or effect.

(Such other provisions as may be necessary to efficient operation of the club.)

**EXHIBIT B**

**THE DISTRICT GOVERNOR OF A SINGLE OR SUB-DISTRICT, WHERE SIX OR MORE LEO CLUBS ARE SPONSORED BY LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO DISTRICT CONSTITUTION SHALL BE FOLLOWED**

*Constitution*

*The Leo District of* \_\_\_\_\_

**STANDARD LEO DISTRICT CONSTITUTION**

**ARTICLE I**

**Name**

This organization shall be known as Leo District No. \_\_\_\_\_.

**ARTICLE II**

**Objects**

To provide an administrative structure with which to advance the purposes and objects of the Leo club program in this district.

**ARTICLE III**

**District Organization**

**A. Requirements and Boundaries**

When six or more Leo clubs are sponsored by Lions clubs in a Lions district (single or sub) and recognized by The International Association of Lions Clubs, the district governor of the said Lions district (single or sub) may approve the formation of a corresponding Leo district. The territorial boundaries of the Leo district shall coincide with the boundaries of the respective Lions district (single or sub).

**B. Membership**

1. The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said Lions district (single or sub)
2. Whenever the male gender or pronoun presently appears in the Standard Leo District Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

## C. Leo District Officers

### 1. Leo District President

An election for the office of Leo district president shall be held at each annual Leo district conference.

#### a. *Qualifications:*

- (1) Member in good standing of recognized Leo club in her/his district.
- (2) Have served as president of a Leo club for a full term of the association's fiscal year or major portion thereof.
- (3) Have received endorsement of sponsoring Lions club.

#### b. *Election:*

##### (1) **Nominations:**

Nominations to the office of Leo district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo district secretary at least thirty (30) days prior to the opening of the Leo district conference. No nomination shall be in order, which is not so made and received. Nominations for the office of Leo district president shall:

- (a) be made by any recognized Leo club in good standing in the respective district;
- (b) be endorsed by the Leo club of which the nominee is a member;
- (c) be endorsed by her/his Leo district (if established);
- (d) be endorsed by the sponsoring Lions club;
- (e) be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo district conference, nominations of any qualified Leo for Leo district president may be made by any delegate from the floor of the district conference, provided the eligibility of the candidate(s) is confirmed.

##### (2) **Election**

The election of the Leo district president shall be by secret ballot, the following provisions applying thereto:

- (a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.
- (b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.
- (c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

## **2. Leo District Vice President**

An annual election for the office of Leo district vice president shall be held at each district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo district president.

## **3. Dual Nominations**

A Leo may be nominated and elected to the offices of district president and district vice president at the same district conference, but may not serve in both offices at the same time. Such nominee's elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

## **4. Vacancies**

In the event a vacancy shall occur in the office of Leo district president, the Leo district vice president shall automatically advance to and fill said office. In the event the Leo district vice president refuses to serve in the office of Leo district president for any reason, the district Leo club chairperson shall fill the vacancy created by such refusal by appointment for the unexpired term.

## **5. Other Leo District Officers**

The Leo district president shall appoint, by the time office is taken, a Leo district secretary and a Leo district treasurer and such other district officers as may be desired by a Leo district conference or by the Leo district council from time to time and as approved by the Lions district cabinet.

## **6. Leo District Council**

There shall be a Leo district council composed of the Leo district president, the district vice president, the Leo district secretary, the Leo district treasurer, the presidents of each Leo club in the district (or a delegated representative from each club), and such other Leo district officers as may be appointed by the Leo district president. Each Leo council officer shall have one vote. The Lion appointed as district Leo club chairperson shall serve as an advisory, non-voting member.

#### **7. District Leo Club Chairperson**

Besides serving as an advisory, non-voting member of the Leo district council, the district Leo club chairperson shall also serve as the official liaison between the Lions district cabinet and the Leo district council. He shall report to the Lions district cabinet all resolutions of the Leo district conference.

### **ARTICLE IV Leo District Conference**

- A. A Leo district conference shall be held annually with the approval of the Lions district cabinet. If this Leo district is a part of a Leo multiple district, such conference shall be held not less than 30 days prior to the Leo multiple district conference.
- B. The location of the annual Leo district conference shall be determined by a previous annual Leo district conference. The date and time of the Leo district conference shall be determined by the current Leo district council. A committee appointed by the Leo district council shall plan the Leo district conference in cooperation with the district Leo club chairperson.
- C. Each recognized Leo club in good standing in the district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.
- D. A majority of the delegates present in person at any session shall constitute a quorum.
- E. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo district conference shall be subject to countermanding and rejection by action of the Lions district cabinet or by action of said International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.



ARTICLE V  
**Leo District Funds**

- A. To provide revenue to defray the administrative expenses of this Leo district, an annual per capita tax of \_\_\_\_\_ shall be levied upon each member of each club in the Leo district, subject to the approval of the Lions district cabinet.

The levy shall be collected and paid in advance by each Leo club to the Leo district secretary. The frequency and dates for such payments shall be determined by the respective Leo district conference.

All taxes so levied and collected shall be administered through a Leo district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

- B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo district secretary and countersigned by a designee of the district governor.
- C. The Leo district council shall provide for an annual audit of the Leo district accounts by an auditor appointed by the Leo district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual district conference, and to the Lions district cabinet.
- D. Any undeposited Leo district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo district president's council by the person or persons holding the same, and such collections together with any Leo district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo district council.

ARTICLE VI  
**Titles**

Only the titles designated in this constitution may be used by Leo district officers.

ARTICLE VII  
**By-Laws**

The Leo district council shall present, and Leo district conference shall adopt, such by-laws as are deemed necessary to the efficient operation of said Leo district provided, however, that all such by-laws shall be consistent with the provisions of this constitution and shall be approved by the Lions district cabinet, and shall be approved by the board of directors of Lions Clubs International or its designee. Any by-laws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

**ARTICLE VIII**  
**Duration**

- A. This Leo district shall cease to exist upon the first to occur of the following:
1. Vote of the said Leo district to terminate.
  2. Receipt by the Leo district president of written notice of the withdrawal of sponsorship by the Lions district cabinet.
  3. Receipt by the Leo district president of a written notice of cancellation by The International Association of Lions Clubs.
- B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a district level shall thereon be relinquished and surrendered by the members of said district, individually or collectively. All monies on deposit to the credit of said Leo district shall be remitted to the Lions district cabinet.

**ARTICLE IX**  
**Amendments**

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

**ARTICLE X**

The fiscal year of this Leo district shall run from July 1 to June 30.

**EXHIBIT C**

**THE COUNCIL OF GOVERNORS OF A MULTIPLE DISTRICT, WHERE TEN OR MORE LEO CLUBS WITH A CUMULATIVE MEMBERSHIP OF ONE HUNDRED OR MORE LEOS ARE SPONSORED BY LIONS CLUBS AND RECOGNIZED BY THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO MULTIPLE DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO MULTIPLE DISTRICT CONSTITUTION SHALL BE FOLLOWED.**

*Constitution*

*The Leo Multiple District of \_\_\_\_\_*

**STANDARD LEO MULTIPLE DISTRICT CONSTITUTION**

**ARTICLE I  
Name**

This organization shall be known as Leo Multiple District No. \_\_\_\_\_.

**ARTICLE II  
Objects**

To provide an administrative structure with which to advance the purposes and objects of the Leo Club Program in this multiple district.

**ARTICLE III  
Multiple District Organization**

**A. Requirements and Boundaries**

When ten or more Leo clubs, with a cumulative membership of one hundred or more Leos are sponsored by Lions clubs in a Lions multiple district and recognized by The International Association of Lions Clubs, the council of governors of the said multiple district may approve the formation of a corresponding Leo multiple district. The territorial boundaries of the Leo multiple district shall coincide with the boundaries of the respective Lions multiple district.

**B. Membership**

The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said multiple district.

## C. Leo Multiple District Officers

### 1. Leo Multiple District President

An election for the office of Leo multiple district president shall be held at each annual Leo multiple district conference.

(a) *Qualifications:*

- (1) Member in good standing of recognized Leo club in her/his district.
- (2) Have served as president of a Leo club for a full term of the association's fiscal year or major portion thereof.
- (3) Have received endorsement of sponsoring Lions club.
- (4) Have received endorsement of her/his Leo district (if established).

(b) *Election:*

(1) Nominations:

Nominations to the office of Leo multiple district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo multiple district secretary at least thirty (30) days prior to the opening of the Leo multiple district conference. No nomination shall be in order which is not so made and received.

Nominations for the office of Leo multiple district president shall:

- a) Be made by any recognized Leo club in good standing in the respective multiple district;
- b) Be endorsed by the Leo club of which the nominee is a member;
- c) Be endorsed by her/his Leo district (if established);
- d) Be endorsed by her/his sponsoring Lions club;
- e) Be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo multiple district conference, nominations of any qualified Leo for Leo multiple district president may be made by any delegate from the floor of the Leo multiple district conference, provided the eligibility of the candidate(s) is confirmed.

(2) Election

The election of the Leo multiple district president shall be by secret ballot, the following provisions applying thereto:

- a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.
- b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.
- c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

## **2. Leo Multiple District Vice President**

An annual election for the office of Leo multiple district vice president shall be held at each multiple district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo multiple district president.

## **3. Dual Nominations**

A Leo may be nominated and elected to the offices of multiple district president and multiple district vice president at the same multiple district conference, but may not serve in both offices at the same time. Such nominee's elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

## **4. Vacancies**

In the event a vacancy shall occur in the office of Leo multiple district president, the Leo multiple district vice president shall automatically advance to and fill said office. In the event the Leo multiple district vice president refuses to serve in the office of president for any reason, the multiple district Leo club chairperson or the designee of the multiple district council of governors shall fill the vacancy created by such refusal by appointment for the unexpired term.

## **5. Other Leo Multiple District Officers**

The Leo multiple district president shall appoint, by the time office is taken, a Leo multiple district secretary and a Leo multiple district treasurer and such other multiple district officers as may be desired by a Leo multiple district conference or by the Leo multiple district council from time to time and as approved by the Lions multiple district council of governors.

## **6. Leo Multiple District Council**

There shall be a Leo multiple district council composed of the Leo multiple district president, the multiple district vice president, the multiple district secretary, the multiple district treasurer, all Leo district presidents and such other Leo multiple district officers as may be appointed by the Leo multiple district president and as approved by the Lions multiple district council of governors. If Leo district presidents do not exist in a given Leo multiple district, then the presidents of each Leo club in said multiple district (or a delegated representative from each club) shall form part of the Leo multiple district council. Each council officer shall have one vote. The Lion appointed as multiple district Leo club chairperson by the Lions council of governors and district Leo club chairperson of sub-districts in said multiple district shall be entitled to attend any council meeting and participate in all deliberations of the council.

## **7. Multiple District Leo Club Chairperson**

Besides serving on the Leo multiple district council, the multiple district Leo club chairperson shall also serve as the official liaison between the Lions council of governors and the Leo multiple district council. He/she shall report to the Lions council of governors all resolutions of the Leo multiple district conference.

### **D. Leo Multiple District Council Meetings**

1. Meetings of the Leo multiple district council shall be held at least twice annually at times and places fixed by the Leo multiple district president and approved by a majority of the members of the council and provided that one of such meetings shall be held at the time of the Leo multiple district conference.
2. Quorum and Vote: The attendance of a majority of the voting members of the council shall constitute a quorum for any meeting thereof.

### **E. Powers**

Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-Laws of The International Association of Lions Clubs, the Lions Multiple District Constitution and By-Laws, the powers granted therein to the board of directors of said association and the policies and acts of said board of directors, the Leo multiple district council shall:

1. Have jurisdiction and control over all officers and agents, when acting as such, of the Leo multiple district council and all committees of the Leo multiple district and multiple district conference;
2. Have management and control over the property, business and funds of the Leo multiple district;

3. Have jurisdiction, control and supervision over all phases of the Leo multiple district conference and all other meetings of said district;
4. Have original jurisdiction, when authorized under policy of said international board and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any Leo sub-district, any Leo club, or any member of a Leo club in the said Leo district. All such rulings of the Leo council shall be subject to review and decision by the Lions council of governors of said multiple district and the Board of Directors of The International Association of Lions Clubs;
5. Have control and management of all budgetary matters of the Leo multiple district and committees of the Leo multiple district and Leo multiple district conference. All transactions shall be subject to approval of the Lions multiple district council of governors, and no obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

#### **ARTICLE IV**

#### **Leo Multiple District Conference**

- A. A Leo multiple district conference shall be held annually. The location of this conference shall be as determined by a previous annual Leo multiple district conference. The date and time of the conference shall be determined by the current Leo multiple district council with the approval of the Lions multiple district council.
- B. Each recognized Leo club in good standing in the Leo multiple district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.
- C. A majority of the delegates present in person at any session shall constitute a quorum.
- D. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo multiple district conference shall be subject to countermanding and rejection by action of the Lions council of governors or by action of said International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.

**ARTICLE V**  
**Leo Multiple District Funds**

- A. To provide revenue to defray the administrative expenses of this Leo multiple district, an annual per capita tax of \_\_\_\_\_ shall be levied upon each member of each club in the Leo multiple district, subject to the approval of the Lions multiple district council of governors.

The levy shall be collected and paid in advance by each Leo club to the Leo multiple district secretary. The frequency and dates for such payments shall be determined by the respective Leo multiple district conference.

All taxes so levied and collected shall be administered through a Leo multiple district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo multiple district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

- B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo multiple district secretary and countersigned by a designee of the Lions council of governors.
- C. The Leo multiple district council shall provide for an annual audit of the Leo multiple district accounts by an auditor appointed by the Leo multiple district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual Leo multiple district conference, and to the Lions multiple district council of governors.
- D. Any undeposited Leo multiple district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo multiple district council by the person or persons holding the same, and such collections together with any multiple district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo multiple district council.

**ARTICLE VI**  
**Titles**

Only the titles designated in this constitution may be used by Leo multiple district officers.

**ARTICLE VII**  
**By-Laws**

The Leo multiple district council shall present, and Leo multiple conference shall adopt, such by-laws as are deemed necessary to the efficient operation of said Leo multiple district provided, however, that all such by-laws shall be consistent with the provisions of this constitution, shall be endorsed by the Lions multiple district council of governors, and shall be approved by the board of directors of Lions Clubs International or its designee. Any by-



laws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

**ARTICLE VIII**  
**Duration**

- A. This Leo multiple district shall cease to exist upon the first to occur of the following:
1. Vote of the said Leo multiple district to terminate.
  2. Receipt by the Leo multiple district president of written notice of the withdrawal of sponsorship by the Lions multiple district council of governors.
  3. Receipt by the Leo multiple district president of a written notice of cancellation by The International Association of Lions Clubs.
- B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a multiple district level shall thereon be relinquished and surrendered by the members of said multiple district, individually or collectively. All monies on deposit to the credit of said Leo multiple district shall be remitted to the Lions multiple district council of governors.

**ARTICLE IX**  
**Amendments**

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

**ARTICLE X**

The fiscal year of this Leo multiple district shall run from July 1 to June 30.