



## Club Name Change Request Form

A Lions club may request a name change by submitting the below required documents to the English Language Department via email [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org) or fax (630) 706-9273.

**Note: The approval of the name is subject to the requirements established in the Lions Clubs International Constitution and Board Policy. Please see page 2.**

Club Name \_\_\_\_\_

Club Number (6 digits) \_\_\_\_\_ District: \_\_\_\_\_

Club Name to be changed to \_\_\_\_\_

### REQUIRED DOCUMENTATION

(PER BOARD POLICY CHAPTER V, SECTION K. CLUB NAME CHANGE):

1. A letter of authorization from the Lions club board of directors recommending the new name.
2. A letter of opinion from the district governor regarding the name change.
3. A letter signed by an authorized officer of each of the other clubs that abuts the Lions club requesting the name change consenting to the name change.

Would you like to order a new charter at the cost of US\$25 (no shipping is charged). Please allow 4-6 weeks for shipping. **For clubs outside US/Canada – please attach a duplicate copy of the deposit slip from a recognized banking institution of that country showing the funds (US\$25) credited to the account of Lions Clubs International.**

Yes       No

*I have completed the above requirements and request the proposed name change:*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President's Signature

## CLUB NAME

The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and **Board Policy Chapter X, Section 5. Club Name** as noted below.

- a. A proposed Lions club must be known by the actual name of the “municipality” or its equivalent governmental subdivision in which it is located. The term “municipality” is construed to mean the city, town, village, and prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The “distinguishing designation” for clubs located in the same “municipality” or equivalent governmental subdivision may be any name, which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term “Host Club” shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
- e. No Lions club may add “International” as a distinguishing designation to its name.
- f. The term “Leo” may be added as a distinguishing designation of the name of a Lions club.
- g. When including a company name in naming of a Lions club, a letter or document demonstrating that the company has authorized the use of its corporate name in connection with the naming of the club must be provided (for example, a letter from a corporate representative on company letterhead) prior to approving the name of a club that includes a company name.