



# LIONS CLUB CHARTER APPLICATION WORKSHEET

Congratulations on starting a new charter club with Lions Club International. Use this charter application worksheet as a guide for obtaining all information to complete the charter application on MyLCI. You will NOT need to mail this this worksheet to LCI headquarters.

## INFORMATION NEEDED FOR APPLICATION SUBMISSION

1. Report of Charter Members worksheet (this will be submitted in MyLCI)
2. Payment of charter fees.- [Click here for instructions on how to make payment.](#)
3. The following individuals can submit a new club: District Governor, GMT Coordinator, Sponsoring Club President, Sponsoring Club Secretary, Coordinating Lion

## PLEASE TYPE OR PRINT CLEARLY

Name of Proposed Club \_\_\_\_\_ Lions Club  
City \_\_\_\_\_ Distinguishing designation, if any \_\_\_\_\_

Located in \_\_\_\_\_  
City \_\_\_\_\_ State, Province or Country \_\_\_\_\_

If the name of the proposed club does not indicate a distinguishing location please explain: \_\_\_\_\_

Type of club:  Traditional  Campus  Lioness Lions  Leo Lions

Specialty Clubs:  sports clubs  cultural/ethnic club  early retiree club  cause-specific club  other \_\_\_\_\_

District \_\_\_\_\_

Club Sponsor \_\_\_\_\_ Identification/Number \_\_\_\_\_

## NEW CLUB OFFICERS

**President** \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  Email

**Treasurer** \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  Email

**Secretary** \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  Email

**Membership Chairperson** \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Prefer communications via:  Mail  Fax  Email

**Please allow 45 days from the date the application is received at International Headquarters to process the charter application and receive the official charter and club supplies.**

## RESPONSIBILITIES OF THE SPONSORING CLUB

A sponsoring club helps their new Lions club obtain and maintain a high level of commitment, activity and enthusiasm. Sponsorship of a new club demands certain responsibilities. Sponsors are required to:

- Support the guiding Lion(s)
- Check that all charter member applicants meet the standards of being a Lion member
- Hold an in-depth organization meeting
- Ensure that the chartered club has proper orientation into Lions
- Co-host Charter Night
- Encourage district participation
- Encourage interclub functions
- Help develop a membership retention and growth plan
- Assist in preparing the club's meeting agenda
- Support the club's activities
- Assist the club whenever called upon
- Provide guidance without interfering

As the sponsoring club, we understand that assistance will be given to this new club as described by, but not limited to, the above list.

**Sponsoring Club- Notify club president or club secretary about new club application submission through MyLCI.**

## GUIDING LIONS

The district governor may appoint up to two Guiding Lions to assist the new club. The district governor in office and new charter members are not eligible. The Guiding Lion is appointed for a two-year term beginning on the charter approval date and shall not serve as a guiding Lion for more than two clubs at any point in time.

**Guiding Lion** \_\_\_\_\_  
First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax  
\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Is this Guiding Lion a member of the sponsoring club?  Yes  No

If no, please provide:

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

Club Number \_\_\_\_\_

Is the Guiding Lion a "certified" Guiding Lion?  Yes  No

Prefer communications via:  Mail  Fax  Email

**Guiding Lion** \_\_\_\_\_  
First Name Last Name

Member Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Country Postal/Zip Code

Phone Fax  
\* Please include area codes and country codes if outside of the USA

Email Address \_\_\_\_\_

Is this Guiding Lion a member of the sponsoring club?  Yes  No

If no, please provide:

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

Club Number \_\_\_\_\_

Is the Guiding Lion a "certified" guiding Lion?  Yes  No

Prefer communications via:  Mail  Fax  Email

## CHARTER NIGHT

The charter and all charter materials will be sent to the district governor or coordinating Lion unless otherwise specified. Please allow 45 days from the date the application is received by International Headquarters to process this application and provide time to personalize and ship the official charter and charter materials.

Charter Presentation Date: \_\_\_\_\_

## EXTENSION AWARD RECIPIENTS

International Board Policy states that no more than two Extension Awards may be given for the organization of any club. The district governor in office and new charter members are not eligible. Awards must be requested by the district governor within six months of the charter approval date.

The district governor has recommended the following Lions to receive Extension Awards:

**Extension Award Recipient**

\_\_\_\_\_  
 First Name Last Name

Member Number \_\_\_\_\_

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City/State/Country Postal/Zip Code

\_\_\_\_\_  
 Phone Fax

Email Address \_\_\_\_\_

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

Club Number \_\_\_\_\_

District \_\_\_\_\_

**Extension Award Recipient**

\_\_\_\_\_  
 First Name Last Name

Member Number \_\_\_\_\_

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City/State/Country Postal/Zip Code

\_\_\_\_\_  
 Phone Fax

Email Address \_\_\_\_\_

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

Club Number \_\_\_\_\_

District \_\_\_\_\_

**INTERNATIONAL DUES BILLING**

It is understood that the semi-annual dues billing shall be pro-rated for the remaining months of the semi-annual period ending June 30 or December 31, as the case may be. The dues of each member shall begin on the first day of the month following the month his/her name is recorded by the International Office as a new member in an active club. Please contact the district governor or Lions Clubs International for the current dues amount.

**DISTRICT GOVERNOR APPROVAL**

The District Governor will approve the application on MyLCI.

Has an Extension Workshop been held in your district?  Yes  No Workshop Date: \_\_\_\_\_

If yes, please provide the name of the consultant or extension representative: \_\_\_\_\_

## NEW CLUB CRITERIA

### 1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly, which has been duly organized and has elected officers. Such application shall be submitted to the International Office of the association, as the International Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs. Effective January 1, 2018, all charter applications shall be submitted through MyLCI.

### 2. Documentation

Confirmation of full payments of charter fees - The charter fee shall be US\$35.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.

- (1) No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.
- (2) In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.
- (3) A US\$100 processing fee shall be assessed for club charter applications not approved by LCI.

### 3. Charter Members

All members joining a Lions club within 90 days after the charter approval date will be considered charter members, provided that charter members are reported to LCI and charter fees are received within the 90 day period

### 4. Club Sponsor

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

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

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

### 5. Club Name

- a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known

by the name of the most appropriate and locally identifiable official governmental unit in which it is located.

- b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
- e. No Lions club may add "International" as a distinguishing designation to its name.
- f. The term "Leo" may be added as a distinguishing designation to the name of a Lions club.
- 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

### 6. Club Boundaries

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

### 7. Charter Approval Date

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

### 8. Charter

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

### 9. Dues

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

### 10. Charter Application Deadline

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

### 11. Ensuring Viable New Clubs

A district that charters ten or more new clubs in a fiscal year will require additional approval through either the first vice district governor, second vice district governor, or the Global Action Team GMT Area Leader/Special Area Advisor. Payment of one-half the annual international dues shall be required prior to the approval of the charter.

Policies are subject to change. Please contact the Membership and New Club Operations Department for updated information.

**Membership Department**  
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