

Members Handbook



District 105M

Lions Clubs International

Lions Vision Statement

To be the global leader in community and humanitarian service.

Lions Mission Statement

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs.

105M Website

www.lions105m.org.uk

Lions Clubs International Purposes

The Lions Clubs Purposes outline the aims and goals of Lions.

TO ORGANISE, charter and supervise service clubs to be known as Lions clubs

TO COORDINATE the activities and standardize the administration of Lions clubs

TO CREATE and foster a spirit of understanding among the peoples of the world

TO PROMOTE the principles of good government and good citizenship

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Welcome

Lions Clubs International is the world's largest and most active service organisation with total membership exceeding 1.35 million in over 46,000 clubs in 206 nations and geographical areas, who work together to answer the needs that challenge communities around the world.

Here in our part of Lions Clubs International, the British Isles and Ireland there are almost 850 clubs with a total membership exceeding 17,200.

The intention of this booklet is to provide you with some background information on Lions Clubs International, the abbreviations that we use, how things are organised and a very brief history of Lions Clubs International and how Lionism started here.



Abbreviations

C.A.C	Council Advisory Committee
C.C.	Chairman of Council of Governors
C.O.G.	Council of Governors
D.G.	District Governor
D.O.	District Officer
I.D.	International Director
I.P.	International President
I.P.P	Immediate Past President (Club)
I.P.D.G.	Immediate Past District Governor
I.P.I.P.	Immediate Past International President
I.V.P.	International Vice President
L.C.	Lions Club
L.C.I.	Lions Clubs International
L.C.I.F	Lions Club International Foundation
MMR	Monthly Membership Report
M.D	Multiple District
M.D 105	Multiple District 105
P.D.G.	Past District Governor
P.I.D.	Past International Director
P.I.P.	Past International President
P.P.	Past President (Club)
R.C.	Region Chairman
V.D.G.	Vice District Governor (1 st & 2 nd)
Z.C.	Zone Chairman

The History of the International Association of Lions Clubs (Lions Clubs International)

In 1912 The Business Circle, a Chicago businessmen's luncheon club which met weekly invited to lunch a young insurance salesman, Melvin Jones, then aged 33. This Club, like hundreds of similar clubs throughout the country, was composed of leaders in many fields of trade and commerce. The purpose of these clubs was pure and simple; the members patronised each other, boosted each others products and services and met solely for the purpose of advancing their own interests.

By 1913 Melvin Jones was the sole owner of the Melvin Jones Insurance Agency, and he was invited to join the Club. This he considered a privilege but also a challenge; he used his salesmanship to increase the Circle's membership and introduced new ideas in the Club. His work was so appreciated that in 1915 he was elected Secretary.

With almost 200 successful and influential businessmen joined together in a club, which if its potential was realised could have great influence for good in the community, why then, asked Melvin Jones could not this selfish group power be directed to unselfish service in other areas of the community.

On 7 June 1917, at the invitation of Melvin Jones, 20 delegates representing over 30 clubs met at the Hotel La Salle, Chicago. Those represented were Optimists, Vortex, Business Circle, The Business & Professional Men of St Paul, Minnesota and The International Association of Lions Clubs of Evansville, Indiana, whose delegate Dr William P Woods, was to become the first International President.

The consensus favoured the formation of an association and when the meeting adjourned in the late afternoon Lionism had been born. The Objects and Ethics were drafted later in the year and so the first International SERVICE organisation set to work.

The title 'International Association of Lions' was first registered in the State of Indiana in 1916 by Dr Woods and others and in effect this name was adopted by the 1917 meeting as at the invitation of Dr Woods some of the participants took the charter of that organisation.

At the 1919 Chicago Convention a delegate from Denver, Halsted Ritter spoke saying that the word Lions stood not only for the King of Beasts but also if spelt out, Liberty, Intelligence, Our Nations Safety. This spelling out of the letters ensured their adoption as the Association's slogan.

Later the Association adopted an emblem and colours. The emblem, our badge, is composed of the letter L with a lions head on either side, one facing the past and the other the future.

The colours chosen were Purple and Gold:- Purple for loyalty, Gold for sincerity and generosity towards mankind.

Under the leadership of Melvin Jones, the Association doubled its membership in three years and extended into Canada. The first Club formed outside North America was in China in 1926. Lionism did not spread to Europe until 1948 when a club was formed in Stockholm, Sweden.

The formation of the first Club in this Multiple District, London Host was in 1950. It was not until the 1950's that the motto "WE SERVE" was selected as the result of a contest won by a Canadian Lion.

History of Multiple District 105 (British Isles and Ireland)

Lions started here in 1950 when a club was formed in London following a visit to Canada by the late Lord Leconfield. During the Second World War the Lions of Ontario sent a substantial sum of money to the late Queen Mother to use on behalf of children who suffered in the Blitz. As Patron of the "Waifs & Strays" (now the Church of England Children's Society), the then Queen Elizabeth donated the money to this Society.

After the war, Colonel Wyndam, (later Lord Leconfield), President of the Society, visited Toronto to express his personal thanks to the Lions. The chance of visiting Lions Clubs International Headquarters was offered to him on the understanding that upon his return to London he would try to form a Lions Club.

With assistance from Lions Clubs International Special Representative, Murray Huggan, and others, the London (Host) Club was formed on 29 December 1949 and received its Charter on 29 March 1950.

It took until 1953 for the first Club to be formed in Scotland - Glasgow - now unfortunately disbanded. The first Club formed in Ireland was Dublin in 1955 and Wales had its first Club formed at Wrexham in 1963.

The oldest Club in 105M is Warwick, formed in 1960

1961 saw District 105 split into two Districts, A and B making District 105 a Multiple District (where in any country or geographical area there is more than one Lions District they are grouped together to form a Multiple District), further divisions have taken place over the years and we now have 13 Districts. District 105M was formed in 1975

Other milestones in the history of Multiple District 105 can be found in the members' directory

Constitutions

Before continuing with further explanations of the make up of Lions Clubs International and its activities and programmes now, possibly is the time to bring to your attention the different Constitutions that govern the Association.

When a Lions Club receives its Charter from the International Association of Lions Clubs it accepts that it is under the jurisdiction of the Association and its Constitution and By-Laws. This, therefore, is the overriding Constitution in the Association.

Each Club has a Standard Form of Club Constitution and By-Laws but some Clubs do adapt it to suit local conditions and practices **BUT** they must ensure that it does not contravene any Constitution that has priority.

Each District also has its own Constitution which again is pretty standard from District to District.

The M.D. also has a Constitution which governs its conduct. The M.D. and District Constitutions can be changed, altered or added to by means of resolutions passed at the various Conventions.

Copies of the Club, District, M.D. and International Constitutions are held by the Club Secretary. They can also be viewed on various Lion's websites.

The Club its Organisation and Officers

The **MOST** important part of Lions Clubs International is the Club and its Members.

Below is a brief description of the duties and roles of the Officers in a typical Lions Club, like your Club

President:

Chief Executive Officer of the Club, presides over all club meetings and the Board of Directors. Holds the post for twelve months. Is a member of the District Governor's Advisory Committee (Zone Meetings - see later).

Immediate Past President

Offers experience and guidance to the President and is responsible along with the other past Presidents for officially greeting guests of the Club.

Vice Presidents

If for any reason the President cannot carry out the duties of the Office, the V.P. next in rank occupies the position. V.P. usually progresses to President.

Secretary

Deals with the official correspondence of the Club, maintains Club records and submits regular reports on the Club Membership and Activities to those who require them.

Treasurer

Maintains the Club's accounts, issues receipts for Members dues, and gives an up date report to the club of all accounts in his charge at the Club meetings
Clubs must have at least two accounts:-

1. An account for the administration of the Club, with its income coming from fines, raffles and Members dues.
2. An account for charitable funds, i.e., raised from cash collections, public raffles and the like. **Under no circumstances may the net income of club projects or**

activities raised from the public be used in any manner whatsoever for administrative expenditure of the Club.

Money cannot be transferred from the 'Charity Account' to the Administration Account under **any** circumstances.

A Lions Club is not a charity but it can register with The Charity Commissioners its Charity Account as a Charity Trust Fund. If this has been done there will be a third account and no money may be paid out of this account other than for charitable purposes. Money from this account cannot be used to pay for items for fund-raising events and these items should be paid from an Activities Account or a non registered Charity Account.

Lion Tamer

Looks after all Club property and regalia, including bannerettes, flags, gavel and bell.

Tail Twister

Fines members for various offences, imagined or otherwise in a humorous manner. All moneys collected by the Tail Twister go into the Administration Account. The Tail Twister can only be fined by the unanimous vote of all members present.

Membership Director

Responsible for the recruitment of new members and the Club's membership programme.

Directors

There may be up to four Directors who represent Club Members who do not hold office at the meetings of the Board of Directors.

All these positions are elected annually except for the Directors who are elected to serve for a two year period. Nominations for these posts are called for in March of each year, with the election taking place by 15 April. All Officers in Lions Clubs International hold office from 1 July to 30 June of the following year.

Board of Directors

The President, I.P.P., up to three Vice Presidents, Secretary, Treasurer, Lion Tamer, Tail Twister, Membership Director and all directors constitute the Board of Directors. It is the Executive Board of the Club and is responsible through the Club Officers for the implementation of policies approved by the Club and, can override or rescind the action of any Club Officer

The President makes the following appointments and the appointees hold office for the fiscal year - 1 July to 30 June

Activities/Fund Raising Chairman

Chairs the committee which is responsible for the fundraising programme of the Club.

Welfare Chairman

Chairs the committee which investigates all requests for help received by the Club.

Fellowship Chairman

Chairs the committee which organizes the fellowship activities so important to the Club.

Where a Club has adopted its own Constitution the above may be varied.

There may be other Members of the Club who are responsible for certain specialist activities of the Club and can reflect the activities of Lions Clubs International at District and Multiple District level.

There is a list of these in the Members Directory published every year.

Leos

Leos are groups of young people aged between 14 and 28 who have banded together to form a club, which is sponsored by a Lions club

They have similar aims and objectives to the Lions, undertaking service and fundraising projects.

Members Directory

All Members can choose to receive annually a copy of Multiple District 105 Directory of Clubs & Officers.

Referred to as MD Directory or Members Directory, this lists the contact details of all Clubs, District Officers and Multiple District Officers.

It also contains details all Lions should make themselves familiar with:-

- Disability Policy Statement
- Health and Safety Policy of MD105
- Insurance Arrangements for MD105

This information is also available on the MD web site

The Directory is issued for the use of the members of Lions Clubs only.

The Directory must not be used

1. For commercial purposes of any nature
2. For the circulation of appeals except
 - a. Within a District, if authorized by the District Governor of that District
 - b. Within the Multiple District, if authorized by the Council of Governors

District Its Organisation and Officers

A District consists of at least thirty-five clubs and 1250 members as laid down in the International Constitution but usually consists of more. Although there is a minimum number of clubs there is no maximum at the moment.

For purely administrative purposes it is split into smaller units called Regions and these are then divided into Zones. The recommended maximum number of clubs in a Region is 16 and for a Zone 8. When drawing up a Region or Zone, due regard is given to the geographical location of the Clubs which will compose the Region or Zone.

There now follow a list of Officers and matters connected with District that you will come across and hear referred to at various times:-

District Governor

Chief Administrative Officer of the District. Elected annually at the District Convention, takes the Chair at District Convention, Cabinet Meetings and any District Meeting.

Represents the International Association within the District and represents the District at the Council of Governors Meetings.

Acts under the general supervision of the International Board of Directors which includes furthering the Purposes and Objects of the Association, supervising the organisation of new Lions Clubs and making at least one visit to each Club within the District.

1st Vice District Governor:

Elected at the annual District Convention. Carries out such duties that are given by the International Board of Directors or the District Governor and under the supervision of the District Governor.

Although not automatic usually progresses to the office of District Governor. Member of the District Cabinet.

2nd Vice District Governor:

Elected at the annual District Convention. Carries out such duties that are given by the International Board of Directors or the District Governor and under the supervision of the District Governor

Although not automatic usually progresses to the office of 1st Vice District governor, and then District Governor. Member of the District Cabinet

District Secretary:

Responsible for all official correspondence relating to the District. Takes the minutes of all Cabinet and District Meetings, including District Convention. Acts under the supervision of the DG and Cabinet. Appointed by incoming DG

District Treasurer

Responsible for the financial affairs of the District, passes on the funds from Clubs to projects. Recommends the level of dues required to ensure that the District remains in financial good standing. Is appointed by the incoming DG

Region Chairman

Main responsibilities are to supervise the activities of the Zone Chairmen in the Region, play an active role in the formation of new Lions Clubs, helping weak Clubs, and further the Purposes and Objects of the Association. Must visit each Club in the Region once during the year. Appointed to serve for one year.

Zone Chairman

Acts as Chairman of the District Governor's Advisory Committee (Zone Meetings). Must visit each Club in the Zone at least twice and hold a minimum of 4 Zone Meetings per year. Works closely with all the Clubs in the Zone keeping informed on their activities and well being. Also has a responsibility to promote growth in membership and the retention of members.

District Cabinet

Advisory Committee of the District, chaired by the D.G. and consisting of Vice District Governors, Immediate Past District Governor, Secretary, Treasurer, Region Chairmen, Zone Chairmen, all other Officers appointed to co-ordinate the activities of the District in relation to Lions projects or activities. Meets at least 4 times during the Lions Year.

District Convention

The A.G.M. of the District, receives the reports of District Officers, debates Resolutions put forward by Clubs or Cabinet to do with Lions activities within the District or further afield. Through delegates from the Clubs elects the D.G., 1st Vice District Governor and 2nd Vice District Governor for the coming year.

District Officers

Refers to Lions asked to serve on the District Cabinet but can also refer to those Lions who are involved with special Lions projects or activities.

District C.N & R. Officer

This stands for District Constitution, Nominations, and Resolutions Officer, usually a Lion with a lot of experience who makes sure that any proposition or motion put to Convention does not contravene the International Constitution in spirit or otherwise, and any Nomination for elected office meets the requirements that are laid down. Also available to help Clubs with any Constitutional matters.

This should help you to understand to some extent the organisation of a District and some of the jobs that are carried out by Lions. Those who undertake a Specialist Office usually reflect the projects and activities of Lions Clubs International, a list of these appears in the Members Directory.

The Multiple District Its Organisation and Officers

When there are more than two Districts in the same geographical area they can become a Multiple District. Here in the British Isles and Ireland we have a Multiple District referred to as M.D.105.

It consists of the thirteen Districts covering the British Isles and Ireland (Ireland is just one District). Its affairs are conducted by a Committee comprising of a representative from each District, the District Governor. This Committee is called and referred to as The Council of Governors (C.O.G.) and meets four times a year.

The chairman of C.O.G is elected from the preceding two years D.G's by the District Governors Elect at their meeting at the M.D.Convention. There are others besides the District Governors who sit in on the meetings of C.O.G.. They are the M.D. Treasurer, the Secretary to the Council, Sergeant at Arms. Usually invited to attend are current International Officers and Past International Officers from this Multiple District.

The term International Officer refers to those who have been elected at the International Convention to either the post of International Director or International President.

The M.D Treasurer is formally appointed annually by C.O.G meeting and carries out similar duties to those of a District Treasurer but they are a little more complex and the sums involved are, of course, larger. The M.D. Treasurer must have certain professional qualifications that are laid down from time to time.

There is a Secretary to Council who is line manager for the four paid members of staff running the M.D office which is located in Alcester Road South, Kings Heath, Birmingham. These premises are owned by the Lions Clubs of M.D.105.

The Secretariat is responsible for:

- a) all M.D Convention documents
- b) preparing for printing and issuing the M.D Directory
- c) holding and dealing with the stock of M.D supplies
- d) dealing with all enquiries relating to the operation of Lions Clubs in this Multiple District.

The Secretary to Council takes the minutes of C.O.G and ensures distribution of the summaries to those who are entitled to receive them.

The C.O.G elect also appoints M.D Officers and Committee Chairmen at their meeting held after the M.D Convention. These Officers cover a wide range of Lions activities mainly relating to Lions adopted programmes or activities and are listed in the first few pages of the M.D. Directory.

There is a Council Advisory Committee consisting of three past Chairman of Council, MD Treasurer and MD Secretary. It advises Council Of Governors on training and management of the Multiple District as requested. It is helped in this work by the Portfolio Co-ordinators (Health, International, Membership & Communications and Youth).

International Organisation

Our Association has its headquarters office at Oak Brook, details given on the rear cover.

There is a paid staff sufficient in size to administer the records of the 46,000 Clubs and 1.35 million members and to transmit the policies that have been decided by the International Board of Directors.

All papers that are sent out to the Clubs and members are translated into the various languages that are encompassed by our membership.

Official Club supplies are also produced and supplied from here for Lions Clubs and Leos (normally via MDHQ). It is also responsible for organising the meetings of the International Board of Directors which are held in rotation throughout the world and for the organisation of our International Convention which attracts Lions and their families from all comers of the world.

International Board of Directors

This is the executive committee of our Association and is made up of elected (unpaid) Lions. It consists of:- The International President, Imm. Past Int. President, 1st Int. Vice President, 2nd Int. Vice President, 3rd Int. Vice President and thirty four (34) International Directors. All these are elected at the International Convention.

To give continuity the thirty four directors are elected on the basis of seventeen (17) being elected in even years and seventeen (17) in odd years. There are also ten (10) non-voting appointees who serve for one year in an advisory capacity.

The structure of the Board is such that the Directors represent all parts of the world where there are Lions Clubs. In Europe each Multiple District has a turn in providing an International Director.

An International Director is elected to serve a two (2) year term and commits themselves to attending Board Meetings, Committee Meetings where ever they may be held and to visiting Lions Meetings especially District Conventions.

Conventions

These are the AGM's of the various groupings of Lions Clubs, i.e., District, Multiple District and International. They receive the reports of the various Officers and elect the necessary Officers. Policy and changes in the way things are run or happen are also debated and decided by democratic means.

As previously commented on, all Conventions have a mix of formal and informal social functions and these give the opportunity for the exchange of ideas and forming friendships between not only individual Lions but also between Clubs and Districts.

The number of delegates/alternates each Club is entitled to depends upon its membership numbers at a given date.

For District and M.D. Conventions the number of delegates/alternates is decided by its numbers of members on a pre-set date (usually 31 January). Each Club has at least one vote. A Club may also have additional votes according to its size. One with 15/24 members 2 votes; one with 25/34 members 3 votes and so on. For each vote the Club has one delegate and one alternate.

The number of voting delegates that a Club can send to an International Convention is one per twenty five or major fraction of that number.

Although there are these limits or formulae for the number of voting delegates that a Club can have at the various Conventions, there is no restriction on the number of Lions who can attend.

Although there are some exceptions, in this Multiple District, Conventions are usually held during February/March of each year with the M.D. Convention being held in late April or early May.

The International Convention is held towards the end of June beginning of July to correspond with the start of the New Lions Year.

Dues

The running costs of Lions Clubs International at all levels MUST come from the membership and not from funds raised from the general public.

Club Dues

They must include sufficient to cover District, Multiple District and International Dues and are set by the Club taking into account the running costs of the Club and the expenses that it wishes to meet of the President, Secretary or others who might represent the Club at various functions or meetings.

District Dues

These are set and agreed by the voting delegates at each District Convention. The District Treasurer must take into account the level of expenses that he might be called upon to pay to cover the legitimate expenses of District Officers in carrying out their duties and the expense of the business session of the District Convention.

Multiple District Dues

Again these are set by the delegates at the M.D. Convention on the recommendation of the C.O.G. Taken into account is the expense of the running and upkeep of our M.D. Office and the paying of its staff, as well as the expenses of meetings etc. that are necessary for the efficient running of the M.D. Again a sum is included to cover the business session of the Convention. Also significant amounts are included to cover such items as insurance and publicity.

International Dues

Like all the other dues they are set at Convention and include money for the expenses of International Officers within the strict Rules of Audit that are laid down. The upkeep and the running of the office at Oak Brook, postage, printing and all the other things one would link with the running of an Association.

Included in these is the cost of producing the 'International Lion' magazine, the means of communicating between headquarters and each individual Lion. In our M.D we have an amount returned back to us that is used towards the cost of producing our own British and Irish magazine "Lion".

Each District, M.D, and of course International, produce audited accounts that Lions can study, these are put in front of delegates for their acceptance before any change in dues is made. All dues are payable in two equal installments based on the membership at the end of June and end of December of each year.

Lions Clubs international Foundation



The Charitable arm of L.C.I. The Lions Clubs International Foundation through donations made to it from the Charity account of Lions Clubs, Leos and others, helps to meet the needs of people and communities which may be beyond the reasonable capabilities of the local Lions Club acting on its own. These needs may be service projects, or giving immediate assistance following natural disasters such as flooding and earthquakes



Between 2005-2008 Campaign Sight First II raised \$200m for L.C.I.F to further the Lions objective to eradicate preventable blindness world wide.

Regular Grants are administered under an initiative called Core4 and focuses grants on the top four concerns of LCI:- preserving eyesight, combating disability, promoting health, and serving youth.

L.C.I.F. is administered by a Board of Trustees which is headed by the Immediate Past International President.

The Board reviews all applications for grants that meet the Foundation's basic criteria.

Lions Code of Ethics

The Lions Code of Ethics is a guideline for the personal values that each Lion should exemplify.

To Show my faith in the worthiness of my vocation by the industrious application to the end that I may merit a reputation for quality of service.

To Seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

To Remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or actions towards others, to resolve such doubt against myself.

To Hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed.
To give freely of my time, labour, and means.

To Aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To Be Careful with my criticism and liberal with my praise: to build up and not destroy

**It is hoped that you have found this booklet
useful and you will enjoy being part of the
world's largest service organisation**



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