



## Leo Club Termination Form

The Lions Clubs International Board of Directors has adopted procedural guidelines for the termination of Leo clubs to ensure that every effort is made to resolve the problems leading to termination. These guidelines are provided on the reverse side of this form and should be reviewed before this report is submitted to the Youth Programs Department. This form must be completed by the president of the sponsoring Lions club and submitted with all the required signatures. Please note that forms without signatures cannot be accepted.

Name of Leo club to be terminated: \_\_\_\_\_

Name of sponsoring Lions club: \_\_\_\_\_

Lions club ID number: \_\_\_\_\_ Lions district number: \_\_\_\_\_

Name of Lions club president: \_\_\_\_\_

Name of Leo club advisor: \_\_\_\_\_

Name of Leo club president: \_\_\_\_\_

1. Did the Leo club vote to disband?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the Leo club being disbanded for reasons of attendance or membership problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the Leo club being disbanded for political or economic reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Did a simple majority of the sponsoring Lions club's membership vote to cancel the Leo club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the Leo club being terminated by mutual agreement of the Leo club and the sponsoring Lions club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is the sponsoring Lions club terminating the Leo club without the agreement of the Leo club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If the answer to question 6 is 'yes', were the procedural guidelines on the reverse side of this form followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have district officers (including the district and/or multiple district Leo chairperson, if any) been consulted to help resolve the problems leading to termination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. In the event of loss of sponsor, has the Leo club explored the possibility of a new sponsoring Lions club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*By signing below, I hereby attest that the Leo club termination procedures outlined on the back of this form have been followed and that I am aware of the decision to cancel the Leo club named above.*

Signature of sponsoring Lions club president: \_\_\_\_\_

Signature of Leo club advisor: \_\_\_\_\_

Signature of Leo club president: \_\_\_\_\_

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### SUBMIT COMPLETED FORM TO:

Youth Programs Department | Lions Clubs International  
300 W. 22<sup>nd</sup> Street, Oak Brook, IL 60523-8842 USA

Phone: 630-571-5466 | Fax: 630-571-1692 | E-mail: [leo@lionsclubs.org](mailto:leo@lionsclubs.org)

**LEO CLUB TERMINATION POLICIES  
FROM CHAPTER 23  
LCI BOARD POLICY MANUAL**

**LEO CLUB TERMINATION PROCEDURE (From Page 8)**

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 Youth Programs 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.
3. A Leo club shall be terminated:
  - a. Upon determination of its membership, or
  - b. By withdrawal of sponsorship by its sponsoring Lions club, or
  - c. 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.

**PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION (From Pages 8 and 9)**

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.

**LEO LEVY CREDIT (From Page 7)**

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 Youth Programs Department at International Headquarters, is received by **October 31**. Credit shall be given only for the current fiscal year.