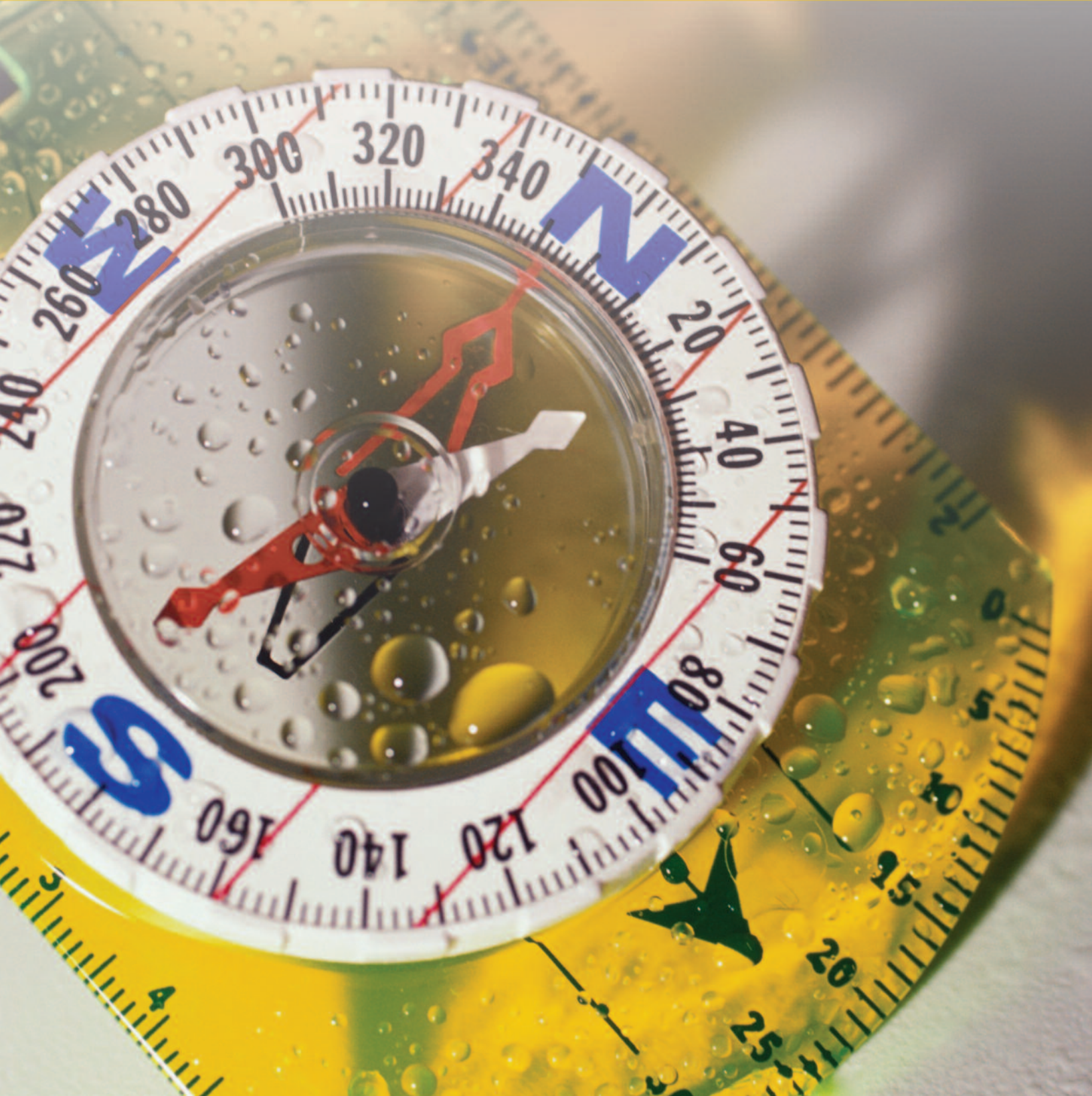




Lions Clubs International

REFRESH...RENEW...REIGNITE...
REVITALIZE...RECONNECT
Lions Orientation Refresher Series
Your Club, Your District



Your Club, Your District

We all recognize the importance of new member orientation, but did you know that periodic overviews are beneficial for even the most seasoned, active Lion? This Orientation Refresher Series has been developed to facilitate “re-orientation” in your club. Each session can be presented by the club president or membership chairperson in approximately 10-20 minutes. This series makes a great presentation for club members during meetings, or can be conducted in a small group setting. The sessions are all similarly designed and include presentation suggestions, session materials and interactive exercises.

This series is designed to **REFRESH** members’ knowledge of Lions Clubs International, **REVITALIZE** their enthusiasm for helping those in need, **RECONNECT** them with their reasons for being a Lion and **RENEW** their commitment to membership development, extension and leadership initiatives.

Planning

This refresher series is easy to plan and conduct. However, there are a few simple steps you can take to ensure that the presentation runs smoothly and has maximum impact for members.

Scheduling Series sessions can be scheduled intermittently throughout the year or presented once a meeting for five meetings. They can also be made into mini-workshops that are given at a separate time and place. However, for greatest effect, it is suggested that they be used during a regular club meeting when a majority of the membership is likely to be in attendance.

Customizing the Presentation Each guide has a presentation outline with notes, content, suggestions for localizing content when appropriate and exercises. Also included are **Try This!** suggestions to add an additional twist or element to the presentation. Present the series sessions as is, and they are effective tools for reigniting members’ passion for serving those in need. However, if you desire, individual parts of the series may be personalized to suit your presentation style.

Create Anticipation It is a good idea to create anticipation for this series by explaining to members the importance of “keeping the edge sharp” and refreshing their knowledge and commitment to the association. Be enthusiastic and let them know that these brief series sessions will have a big impact on their membership in Lions.

Materials The sessions are easy to plan and implement, and use minimal resources. Some segments have reproducible items that should be copied for distribution during the presentation. It is also an excellent idea to encourage participants to have paper and a pen for taking notes. (You might want to have a few extras on hand in case someone has forgotten.)

There are five segments in the series, which cover the following topics:

- **Our Illustrious History** – Where we came from and where we are going
- **Purpose & Ethics & You** – The basic tenets of the association and how they guide those dedicated to service
- **Your Club, Your District** – Specific information about the local club and district, and how the individual Lion fits into the picture
- **Your International Association** – Details about the association at the international level, how it impacts the individual Lion and available resources
- **Membership Development, Extension and Leadership** – Explores the available avenues for expanding Lions club membership through recruitment and new clubs, as well as leadership opportunities for members

Session 3: Your Club, Your District

Session Suggestions/Outline

1) The Importance of “Re-orientation” Even the most experienced, dedicated Lion can benefit from a review of the foundations of the association. Together, through these sessions, members will review different aspects of lions clubs international to help reconnect them with why they became Lions and help them set personal goals for continued development.

2) The Club Structure Review the material in “All About Your Club” in the presentation content. There is a great deal of material in this section. You may elect to only cover the topics you feel are most relevant for your group and its knowledge base. You can localize this material by incorporating relevant club facts while reviewing the topics. (For example, include the number of Active, Honorary, Life Members, etc. in your club when discussing membership categories. Review the names of the members who hold each leadership position.)

3) Discussion Points You can use these questions to stimulate thought and interaction during the presentation. There are no “right” or “wrong” answers to these questions.

- In what areas do you feel your club excels?
- Which service projects do you feel are most successful?
- How do you think you best contribute to the club?
- How does the club structure facilitate Lions humanitarian service successes?
- Do you feel that your club is well known and respected in your community? Why? If not, what can your club do to enhance its image?

4) Your District and Multiple District Review the material in “Your District and Multiple District.” This information can be localized with the addition of facts about your own district, multiple district and its leaders.

5) Discussion Points

- What district projects does your club support?
- What are your district’s most successful efforts? Why?
- Have you attended your district or multiple district convention? What do you think the benefits of attending are for the individual member?

Try This! Interested in giving your members some take-home materials to reinforce what they have learned during the session? Photocopy the presentation content section of this guide as a handy reference. It is also a good idea to include some appropriate club, district and multiple district reference materials, such as brochures, fact sheets and Web site addresses.

Presentation Content

All About Your Club

Membership Categories: There are several categories of membership, which are fully explained in the Lions Clubs Standard Form Constitution and By-laws. They are Active, Member-at-Large, Honorary, Privileged, Life Member, Associate and Affiliate.

Members cannot simultaneously hold membership – other than Honorary or Associate -- in more than one Lions club.

Club Budgets: Clubs maintain two separate budgets: activities and administrative. The activities funds of a Lions club, consisting of funds raised from the public through club projects, may only be expended to satisfy a community or public need. The administrative budget is what finances club operations. Its income comes mostly from club dues.

Officers and Board of Directors: Officers are elected annually for a term coinciding with the association's fiscal year (July 1-June 30). Directors are elected for two-year terms. Meetings of the board are usually held once each month.

President: The president serves as the club's chief executive officer and presides at all meetings of the club and the board of directors. The president issues the call for regular and special meetings in accordance with the club's by-laws or procedures, plans the agenda and ensures that the status of each committee activity is reported. It is also the responsibility of the president to see that regular elections are duly called, noticed and held. The president cooperates with, and is an active member of, the district governor's advisory committee of the zone in which the club is located.

Immediate Past President: The immediate past president, along with other past presidents, serves as an official greeter of members and their guests at club meetings and represents the club in welcoming new people into the community served by the club.

Vice Presidents: In the event that the president should be unable to perform the duties of office for any reason, the vice president next in rank occupies the position and performs the duties with the same authority as the president. Each vice president, under the direction of the president, oversees the functioning of various committees of the club.

Try This! If you enjoy using PowerPoint or another computer-based presentation program, consider creating visuals to add extra impact to the presentation content for this session.

Secretary: Under the supervision and direction of the president and board of directors, the secretary acts as a liaison officer between the club and both the district and International Headquarters. Responsibilities of the secretary include submitting reports (including the monthly Monthly Membership Report), maintaining club records and issuing financial statements to club members.

Treasurer: The treasurer is responsible for all club financial matters. Duties include receiving all monies and paying club obligations, maintaining financial records, preparing financial statements and submitting financial reports.

Lion Tamer: The Lion Tamer serves as custodian of club property. Duties include being responsible for club property (such as flags, banners, gavels, etc.), serving as a sergeant at arms during meetings and distributing materials at meetings.

Tail Twister: The Tail Twister serves to promote harmony, good fellowship and enthusiasm at club meetings through the judicious imposition of fines on members. The Tail Twister may not be fined except by the unanimous vote of all members present. Any funds -collected by the Tail Twister are immediately turned over to the treasurer.

Membership Director: The membership director serves as the chairperson of the membership committee. Responsibilities of the membership director include development of membership growth programs, implementation of recruitment and retention programs and preparation of orientation sessions.

Branch Coordinator: The branch coordinator is the chief officer of the club branch's executive committee.

At a Glance

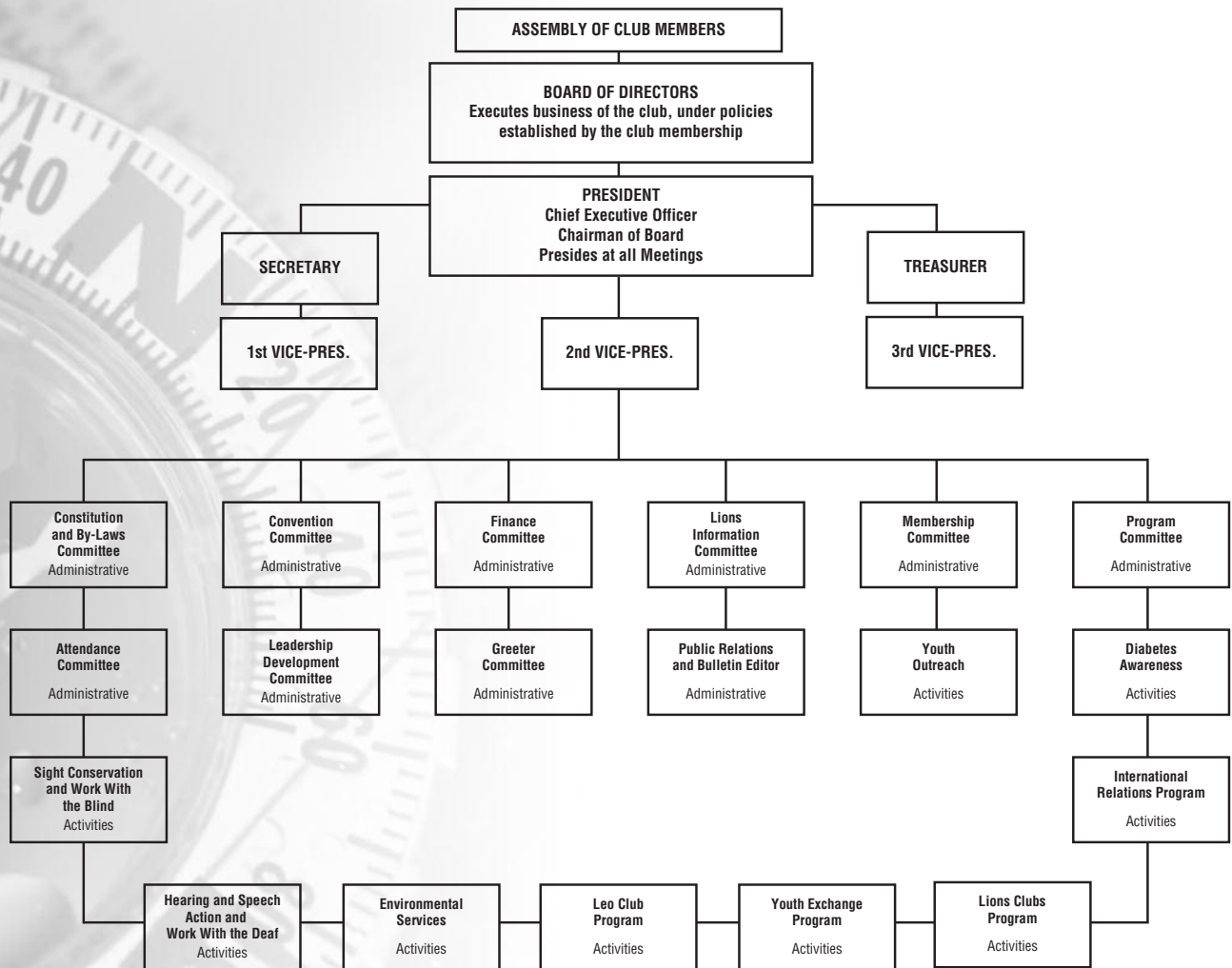
Club Officers and Directors

The club's board of directors is composed of:

- Club President
- Immediate Past President
- Vice Presidents
- Secretary
- Treasurer
- Lion Tamer
- Tail Twister
- Membership Director
- Branch Coordinator (if applicable)
- Elected Directors

Try This! Many districts and multiple districts have their own audio-visual presentations that can either be borrowed or purchased. If time permits, consider showing a video during this session. Contact your district governor or cabinet secretary for more to inquire about availability.

CLUB ORGANIZATIONAL CHART



Other activities of Lions for which Committees may be appointed are: Citizenship Services; Educational Services; Health Services; Social Services; Recreational Services; Public Services; and International Youth Camps.

Elections: All officers of the club are elected annually. Directors, however, are elected every other year. The process begins with the nomination of club officers and directors in March. The president appoints a nominating committee. This committee proposes the names of candidates for each club office to the members at a nominating meeting. At this meeting, nominations for all offices can be made from the floor. Elections are held in April of each year. Terms of office begin on July 1st.

To ensure continuity in the club's membership efforts, the election of membership committee members is handled a little differently than other committees. Each club elects a three-person membership committee. The committee includes a member, a vice chairperson and a chairperson who automatically becomes a director on the board. After the first year, only the membership committee chairperson/director moves off the committee. The vice chairperson moves up to become the membership chairperson/director. The remaining committee member becomes the vice chairperson and a new Lion is elected to fill the vacancy.

Committees: Club projects and activities are originated and led by club committees under the direction of a committee chairperson. The president generally appoints the chairperson and committee members. There are two general classifications of club committees: administrative and activities-based.

Examples of administrative committees include: attendance, constitution and by-laws, convention, finance, information technology, leadership development, Lions information, membership, program, public relations-bulletin editor and greeter. Activities committees are set up to address specific community needs as well as to provide support for international services. Activities committees include youth outreach, diabetes awareness, sight conservation and work with the blind, hearing and speech action and work with the deaf, environmental services, Leo Club Program, youth exchange program and international relations program. Clubs may also appoint committees for various other activities, such as citizenship, educational or health services and international youth camps.

Awards: There are several awards available to members at the club level for service activity and membership initiatives. They include:

- Extension Award: Given for outstanding efforts in expanding the reach of Lions.
- Membership Keys: Awarded for recruiting quality members.
- 100% Attendance: Recognizes perfect attendance.
- Chevrons: Awarded for length of membership.
- Year-Round Growth: Awarded for bringing new members into the club.

Many clubs also have their own awards programs to recognize the outstanding achievements of their members, as do districts and multiple districts.

Additionally, club leaders are eligible for a variety of awards to acknowledge superior efforts, such as the Club President Excellence Award and the Certified Guiding Lion Award.

Your District, Multiple District and Country

Districts: Most Lions clubs are part of a district, which is usually composed of at least 35 clubs that have a combined total of at least 1,250 members.

District Governor: The district governor serves as the chief administrative officer for the district. He or she is elected to serve a one-year term at the district convention. The new governor takes office at the close of the international convention.

The district governor's responsibilities include representing the association in the district, supervising district officers, furthering the Objects and Ethics of the association, promoting the goals of the International Program, supervising the organization of new Lions clubs and presiding over district meetings.

Vice District Governor: The vice district governor serves as chief administrative assistant to the district governor. The vice district governor's specific responsibilities are to further the Purpose and Ethics Lions Clubs International, become familiar with the duties of the district governor should there become a vacancy in the office of district governor, perform administrative duties assigned by the district governor, participate in district meetings, help prepare the district budget, supervise district committees at the request of the district governor, help review clubs and engage in all matters to be continued during the next year.

Cabinet Secretary and Cabinet Treasurer (Or Secretary/Treasurer): Each one acts under the supervision of the district governor. The duties of each are to further the Ethics and Objects of Lions Clubs International and perform other functions and acts required through the cabinet secretary-treasurer manual and other directives.

District, Region and Zone Organization: Normally, a district or sub-district is divided into regions (comprised of no more than 20 and no less than 10 clubs), each headed by a region chairperson. In turn, each region is broken down into zones (with no more than eight clubs and no less than four), presided over by a zone chairperson. Region and zone chairperson work under the leadership of the district governor.

Region Chairperson: This position is optional. The region chairs are members of the district governor's cabinet. They are usually appointed by the governor; however, in some districts they are elected. The region chairperson, subject to the supervision and direction of the district governor, is the chief administrative officer in the region. Duties include supervising the zone chairperson in the region, supervising district committees as assigned by the district governor, organizing new clubs and strengthening weak clubs.

District Chairperson Positions: Lions Clubs International officially recognizes twenty district chairpersons:

- College Campus
- Convention
- Cultural and Community Activities
- Diabetes Awareness
- Environmental
- Extension
- Hearing & Speech Action and Work with the Deaf
- Honorary
- Information Technology
- International Understanding and Cooperation
- Leadership Development
- Leo Club
- Lions Clubs International Foundation (LCIF)
- Membership
- Lions International Peace Poster Contest
- Public Relations and Lions Information
- Retention
- SightFirst
- Women's Membership Development and Participation
- Youth (Lions Opportunities for Youth)
- Youth Exchange
- Youth Outreach

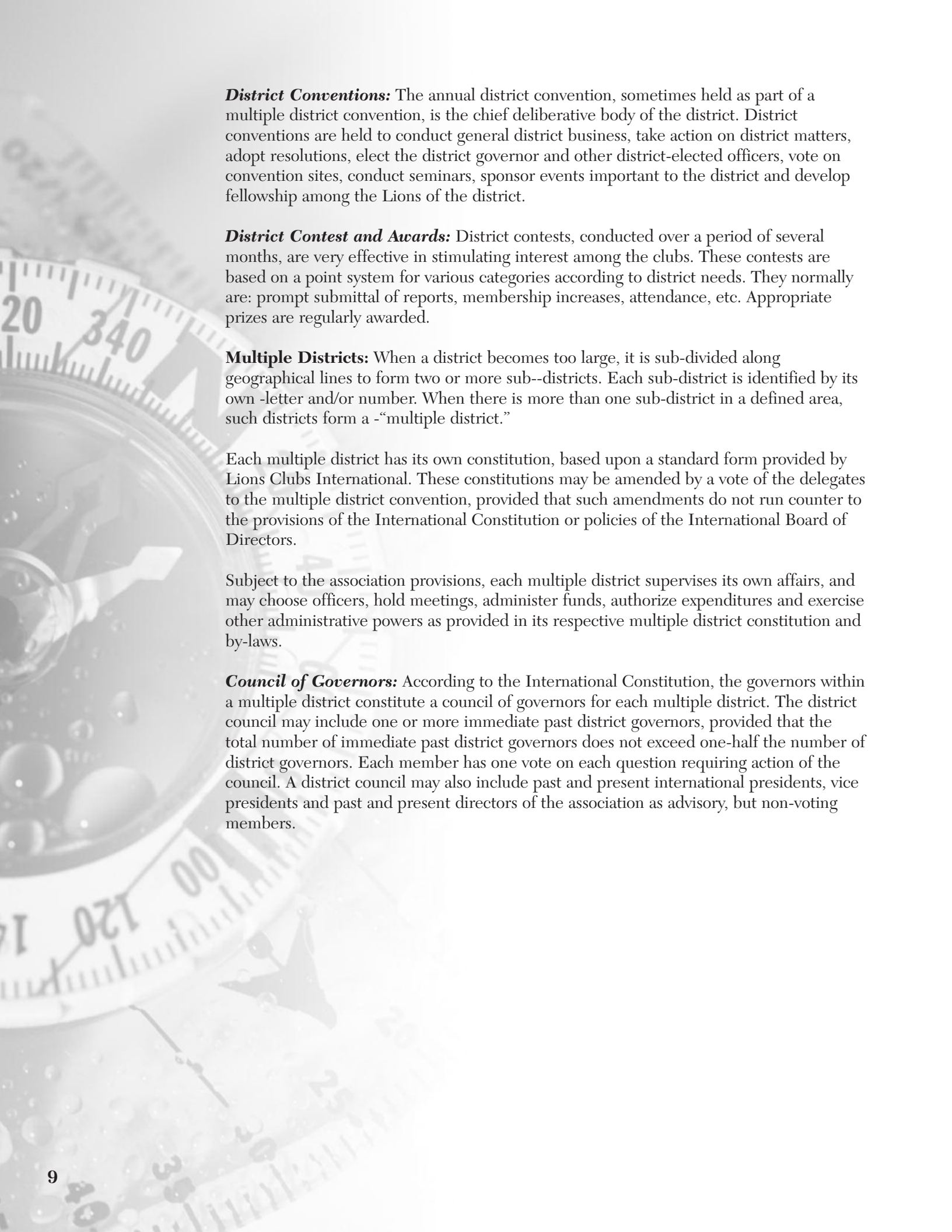
The district committee chairs assist the district governor, region chairmen and zone chairpersons in the work with their clubs.

A district governor may add other district chairpersons as he or she deems necessary.

Zone Chairperson: The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, is the chief administrative officer in the zone. Responsibility includes serving chairperson of the district governor's advisory committee in the zone, playing an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in the zone.

The zone chairpersons are members of the district governor's cabinet. Usually they are appointed by the governor; however, in some districts they are elected.

District Conferences: The district conference is held for the purpose of conducting training seminars for club officers. These conferences are attended by club officers and committee chairpersons, as well as by district cabinet members.



District Conventions: The annual district convention, sometimes held as part of a multiple district convention, is the chief deliberative body of the district. District conventions are held to conduct general district business, take action on district matters, adopt resolutions, elect the district governor and other district-elected officers, vote on convention sites, conduct seminars, sponsor events important to the district and develop fellowship among the Lions of the district.

District Contest and Awards: District contests, conducted over a period of several months, are very effective in stimulating interest among the clubs. These contests are based on a point system for various categories according to district needs. They normally are: prompt submittal of reports, membership increases, attendance, etc. Appropriate prizes are regularly awarded.

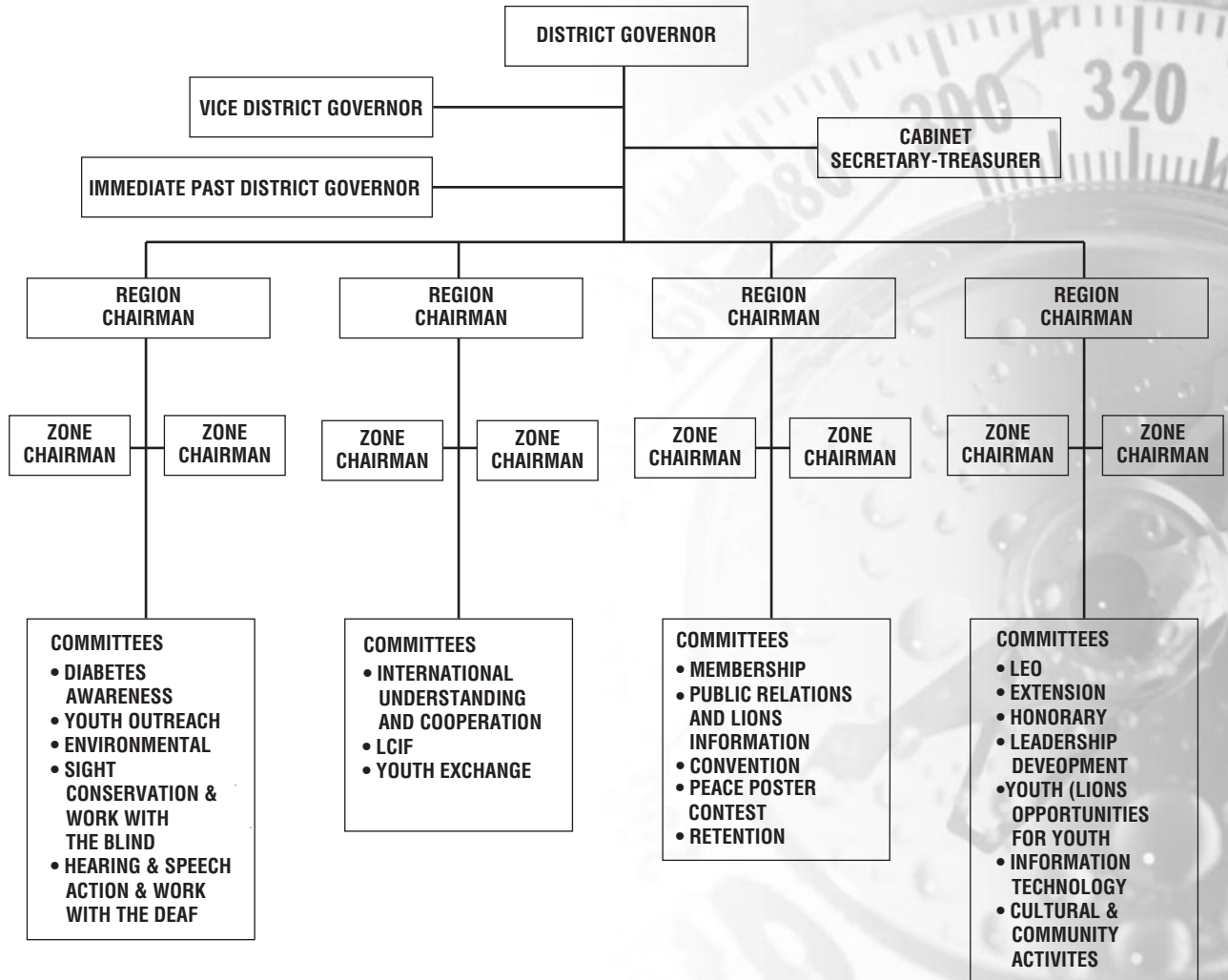
Multiple Districts: When a district becomes too large, it is sub-divided along geographical lines to form two or more sub--districts. Each sub-district is identified by its own -letter and/or number. When there is more than one sub-district in a defined area, such districts form a -“multiple district.”

Each multiple district has its own constitution, based upon a standard form provided by Lions Clubs International. These constitutions may be amended by a vote of the delegates to the multiple district convention, provided that such amendments do not run counter to the provisions of the International Constitution or policies of the International Board of Directors.

Subject to the association provisions, each multiple district supervises its own affairs, and may choose officers, hold meetings, administer funds, authorize expenditures and exercise other administrative powers as provided in its respective multiple district constitution and by-laws.

Council of Governors: According to the International Constitution, the governors within a multiple district constitute a council of governors for each multiple district. The district council may include one or more immediate past district governors, provided that the total number of immediate past district governors does not exceed one-half the number of district governors. Each member has one vote on each question requiring action of the council. A district council may also include past and present international presidents, vice presidents and past and present directors of the association as advisory, but non-voting members.

DISTRICT ORGANIZATIONAL CHART





LIONS CLUBS INTERNATIONAL
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