



New Club Branch  
(Submit with the Report of Branch Membership (CB-2))

Existing Club Branch Officer Update

Date: \_\_\_\_\_ District: \_\_\_\_\_

Parent Club Name: \_\_\_\_\_ Parent Club Number: \_\_\_\_\_

Club Branch Name: \_\_\_\_\_

When forming a new club branch, the branch name should include the location of the branch, followed by the designation "branch". The branch should not use a trademarked name, and must follow the guidelines established by Lions Clubs International.

### Branch Liaison

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch President

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch Secretary

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Branch Treasurer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

This branch is needed to serve the community, has reasonable prospects for success and has planned activities for its community. The current district governor has been notified of the development of the branch and whether or not there is a club(s) in the community in which the branch will operate. In the event that there is such a club(s), written permission has been obtained (and is attached) from the club(s) board of directors to form this branch and extend Lion service.

\_\_\_\_\_  
**Signature of Parent Club President**

\_\_\_\_\_  
**Date**

# BRANCH OF CLUB

## POLICY OF THE INTERNATIONAL BOARD OF DIRECTORS

**Effective July 1, 2010:** Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch would meet as a committee with a branch president, secretary and treasurer, serving as locally elected officers. These three individuals, along with the branch liaison, would create the executive committee of the branch. Offices held in a club branch are not eligible toward the qualifications required to run for district office.

1. The names of a minimum of five branch members are required to form a club branch.
2. The members of the branch are encouraged to meet two or more times each month.
3. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
4. The branch members shall elect a president who shall serve on the parent clubs board of directors, and will be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.
5. Dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.
6. Branches must be located in the same district (single or sub-) as the parent club.
7. Branches may be formed in communities not currently served by a Lions club. In areas already served by an existing Lions club, written permission from the club that serves the community is required. A community shall be defined as an interacting population of various individuals in a common location.
8. The parent club must notify the district governor of the formation of the proposed branch.
9. A branch may be dissolved by a resolution of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.
10. Protest of a Branch of Club
  - a) By an established club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
  - b) By a district governor: The district governor may request that the International Board of Directors review the development of a branch.
11. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

The branch must also abide by the constitution and by-laws of the parent club.

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**New club branches send the completed form to:**

Membership and New Club Operations Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1691  
E-mail: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

**Existing club branches send the completed form to:**

Club and Officer Record Administration Department  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
E-mail: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)