LIONS CLUB CHARTER APPLICATION WORKSHEET

1. Report of Charter members
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, First Vice District Governor, Second Vice District Governor

PLEASE TYPE OR PRINT CLEARLY

Name of Proposed Club ________________________________ Lions Club

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. Charter pins, certificates and other materials will be shipped to the first guiding Lion listed, unless specified otherwise. 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

<table>
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<tr>
<th>(to receive club supplies)</th>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Member Number</td>
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<td>Street Address</td>
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<td>Phone</td>
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* 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

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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 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.

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:

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<tr>
<th>Extension Award</th>
<th>Recipient</th>
<th>First Name</th>
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<td>Name of Club</td>
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**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 exempt. The charter fee and the new member entrance fee are non-refundable.

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.

   b. Charters for new clubs shall be sent directly to the district governor or the Global Action Team GMT Area Leader/Special Area Advisor. Payment of one-half the annual international dues shall be required of those specified in the Lions Clubs International constitution or authorized by board action.

   c. The term “Host Club” shall be a title of prestige and recognition of the sponsoring club or district cabinet’s or district committee’s name will also be shown.

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, or other 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 by-laws, 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 LCI and charter fees are received within the 90 day period.

10. **Charter Application Deadline**
    Complete charter applications received by the International Headquarters at Membership and New Club Operations Department by board action.

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 and New Club Operations Department
Lions Clubs International
300 W 22nd St
Oak Brook IL 60523-8842 USA
Phone: 630.203.3831
Fax: 630.571.1691
E-mail: newclubs@lionsclubs.org