



**Lions Club of Bundanoon Inc**

## **NEW MEMBER ORIENTATION**

**Lions Club of Bundanoon Inc,  
District 201 N2, Club No 51007  
P O Box 174, Bundanoon, NSW 2578  
[www.bundanoonlions.org](http://www.bundanoonlions.org)**

**September 2011**

## **Lions Code of Ethics**

**To show** my faith in the worthiness of my vocation by 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 action towards others; to resolve such doubts 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 to 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 them 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

## ***Lions Ethics and Purposes***

**The Lions Code of Ethics is a code designed for daily life and our personal and business relations with others. The Purposes provide a framework for Lions Clubs operations throughout Australia and the World.**

## New Member Orientation

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## **Lions Australia Purposes**

**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 fund** and otherwise serve the civic, cultural, social and moral welfare of the community

**To assist** financially, culturally, socially and morally the handicapped, disadvantaged and infirm of the community both directly and also indirectly

**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

## **Mission Statement**

The Mission Statement of Lions Clubs International, as contained in the International Constitution is:

**To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.**

## **New Member Orientation**

# **Your Rights and Responsibilities as a Lion**

### ***Rights***

**To be advised** what is expected of you, and the costs associated with being a Lion.

**To be acquainted** with the Purposes of Lionism and the significance of your commitment as a Lion. Remember Lions priorities are family, work and then Lions.

**To be informed** of the Policies and Constitution of Lions Clubs International.

**To receive** on a regular basis "The Lion" magazine, along with regular District and Club Newsletters.

**To have** your ideas and suggestions listened to and considered by your fellow Lions.

**To receive** support and guidance from your Sponsor, your fellow Club members and District Officers.

**To stand** for election to office.

**To say "no"** to any task that is distasteful or inconvenient to you.

**To receive** adequate insurance cover during the course of your approved activities with the Club.

**To receive** recognition for your attendance and service as appropriate

### ***Responsibilities***

**To know**, understand and live by the Purposes and Ethics of Lions Clubs International.

**To attend** regular Club Meetings and activities, and to be reliable in carrying out your accepted tasks.

**To give** adequate notice if possible if for any reason you cannot attend meetings or assignments.

**To accept** and support the decisions of the Club in its democratic processes.

**To listen** to and accept the views of your fellow Lions.

**To be prepared** to stand for office when appropriate, and to indicate your willingness to accept particular tasks.

**To respect** the privacy of others and keep personal information confidential.

**To be willing** to attend Orientation and other training sessions as required.

**To always** represent your Club with truth and honesty and to wear your Lion's pin with pride.

**To share** your experience of Lionism and provide opportunities for others to become Lions

# Lions Clubs International - Triumph of an Idea

**The International Association of Lions Clubs began as the dream of Chicago businessman Melvin Jones, who wondered why local business clubs - he was an active member of one - could not expand their horizons from purely business concerns to the betterment of their communities and the world at large.**

Jones' idea struck a chord within his own group, the Business Circle of Chicago, which authorised him to explore his concept with similar organisations from around the US. His efforts resulted in a meeting at a local hotel on June 7, 1917.

The 12 men who gathered there overcame a natural sense of loyalty to their parent clubs, voted the "Association of Lions Clubs" into existence, and issued a call for a national convention to be held in Dallas, Texas in October of the same year.

Delegates representing 22 clubs from nine states heeded the call, approved the "Lions Clubs" designation, and elected Dr. William P. Woods of Indiana as their first president. Guiding force and founder Melvin Jones named acting secretary, thus began an association with Lionism that only ended with his death in 1961.

That first convention also began to define what Lionism was to become. A constitution and by-laws were adopted, the colours of purple and gold approved, and a start made on Lionism's Objectives and Code of Ethics.

One of the objects was startling for an era that prided itself on mercenary individualism, and has remained one of the main tenets of Lionism ever since. "No Club," it read, "shall hold out the financial betterment of its members as its object."

Community leaders soon began to organise clubs throughout the United States, and the association became "international" with the formation of the Windsor, Ontario, Canada Lions Club in 1920. Clubs were later organised in China, Mexico, and Cuba. By 1927, membership stood at 60,000 in 1,183 clubs.

In 1935, Panama became home to the first Central American club, with the first South American club being organised in Columbia the following year. Lionism reached Europe in 1948, as clubs were chartered in Sweden, Switzerland, and France. In 1952, the first club was chartered in Japan.

Since then, the association has become truly global, represented by more than 43,000 clubs in 202 countries and locations with over 1.3 million members.



**Melvin Jones**

**Founder of Lions Clubs International**

*"The whole purpose of Lionism is to teach people the importance of brotherhood of man. Unselfishness can be the greatest force for good in any neighbourhood or in any country. True brotherhood exists where people live together, work together and break bread together in mutual trust and respect."*

– Melvin Jones

## **New Member Orientation**

### ***The Emblem***

Throughout the world, Lions are recognised by the emblem they wear with pride on their lapels. It consists of a gold letter "L" on a circular purple field. Bordering this is a circular gold area with two lion profiles at either side facing away from the centre.

The word "Lions" appears at the top, and "International" at the bottom. Symbolically, the lions face both past and future – proud of the past and confident of the future



The motto of every Lion is simply "We Serve". What better way to express the true mission of Lionism?

### ***The Slogan***

The slogan of the association is "Liberty, Intelligence, Our Nation's Safety (LIONS). An alternative meaning of the letters in LIONS is "Loving Individuals Offering Needed Service".

### ***Official Colours***

Purple stands for loyalty to friends and to one's self, and for integrity of mind and heart. Gold symbolises sincerity of purpose, liberality in judgment, purity in life and generosity in mind, heart and purpose toward humanity.

### ***The Name***

The proper name of the association is "The International Association of Lions Clubs." Many Lions, however, prefer the use of the shorter form of "Lions Clubs International."

Each Lions Club is a member of the Association.

## New Member Orientation

### The Lions Club

#### *What is a Lions Club?*

A Lions Club is an association of men and women who have joined together to serve the community.... first their own community, secondly the world-wide community.

#### *Two basic qualities*

A good Club has two basic qualities; fellowship and pride.

The fellowship is achieved through family activities, good, well run meetings, effective tail twisting, listening to what other members are saying and encouraging members to voice their opinions.

The pride in a Club is engendered through good leadership, through the fundraising activities and those service activities that help people in need.

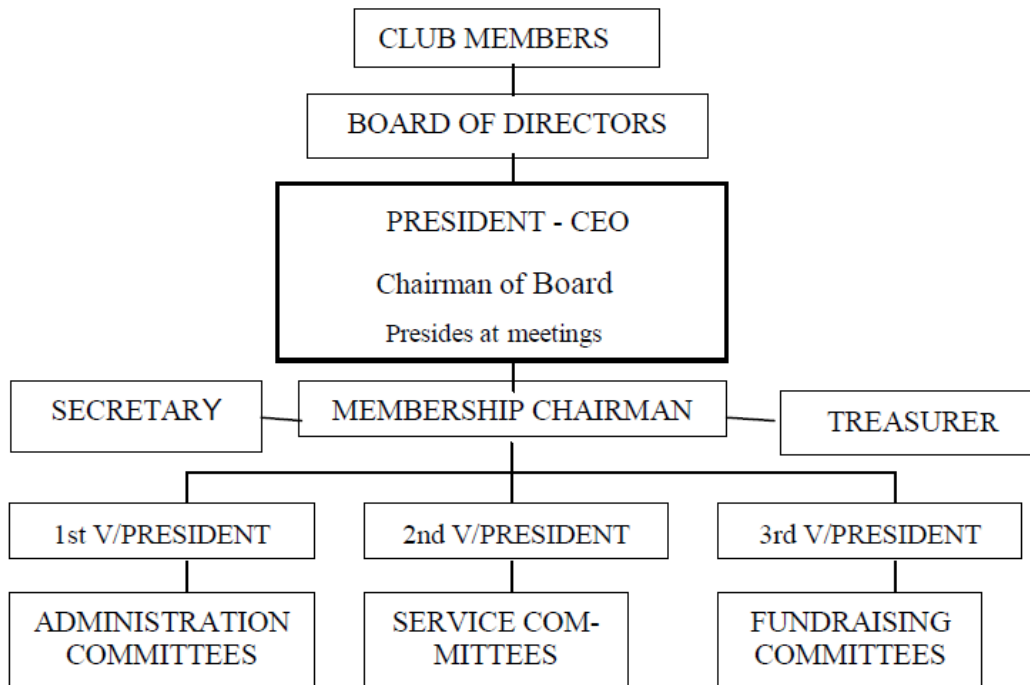
#### *Club Structure*

For each Club to function properly and serve the community, a high quality Club, District, National and International structure is needed to support it:

A **Board of Directors** governs each Lions Club. Club projects and activities are originated and conducted by Club Committees under the direction of a Committee Chairman.

**Activity Committees** are set up to meet community needs or problems.

**Administrative Committees** are set up to effectively help administer the Club.



#### *The Board of Directors*

The Board of Directors is responsible for the execution (through the Club Officers) of the policies approved by the Club. All new business and policies should be considered by the Board and presented to the Club for approval by the Club members.

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It is also responsible for:

- Authorising all expenditure and should not create any indebtedness beyond the current income of the Club; nor should funds be approved for disbursement that are not consistent with Club policy.
- Arranging for annual audit of the Club's books and accounts and approve banks for the depositing of Club funds. The Board has the power to modify, override or rescind the action of any officer of the Club.

### **Club Officers**

#### **President**

The President is the chief executive officer of the Club and is elected by the Club members for a twelve-month period. The President presides at all meetings of the Board of Directors and regular meetings of the Club.

The President appoints Chairmen of Committees, under the guidance of the relevant Vice President.

The President is a Member of the District Governor's Advisory Committee of the Zone in which the Club is situated.

#### **Immediate Past President**

Along with other Past Presidents, the President officially greets Club Members and their guests at Club Dinner Meetings. He/ or she has a role to assist the President with their duties during the year but **MUST NOT** interfere.

#### **Vice Presidents**

If the President is unable to perform the above duties for any reason, the next Vice President 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 the Club Chairmen and Committees as the President designates. Vice Presidents ensure that Committee Chairmen report regularly to the Club.

During their years as Third, Second and First Vice Presidents, these Lions prepare themselves for the role of President.

#### **Secretary**

The Secretary is under the supervision and direction of the President and the Board of Directors. The Secretary submits the Membership and Activities Report to the District which, in turn, forwards it to International Office, where all records of the Club and its Membership are filed. However, where the electronic system is used a club Secretary may submit returns directly into the LCI computer system.

The Secretary has custody of, and maintains the general records of the Club and records the minutes of all Club and Board of Directors Meetings.

Working closely with the Club President to ensure the smooth operation of the Club, the Secretary is also a member of the District Governor's Advisory Committee for the Zone in which the Club is situated.



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### Treasurer

The Treasurer pays all accounts as authorised by the Board and the Club, and is required to submit monthly reports to the Board of Directors and the Club.

The Treasurer receives all Club monies and banks them in the following relevant accounts.

- **Administration Account:** is for the administration of the Club operations. The membership dues are placed into this account and no public monies can be placed in the administration account (except when donated specifically for Club administration).
- **Activities Account:** the Board of Directors and the Membership of the Club place all monies that are raised from the public in this account for disbursement to the public, as directed.
- **Convention Account:** Some Clubs maintain this account, where Monies raised from Club activities (raffles etc.), are placed to help defray member costs in attending a Convention.
- **Investment Account:** Some Clubs maintain an Investment Account where all or part of the public monies raised is placed until disbursed.

### Membership Chairman

#### Duties of the Membership Chairman:

- Chair Club Growth Committee, report to every Club meeting on Club Growth and ensure that an active Club Growth program is pursued.
- Ensure prospective members are made aware of their obligations, rights and responsibilities.
- Check that attendances at all Club meetings are monitored and ensure that all Lions who have not attended, and have not apologised are personally contacted.
- Provide any Lions not in attendance with their Club and/or District Bulletins within 48 hours of the meeting.
- Make sure any Lion who is contemplating resignation is contacted before the Board discusses the actual resignation.
- Ensure that any Lion who apologises for two consecutive meetings is contacted.
- Ensure that all transfer members ARE picked up by a new Club.
- See that new Members are inducted with total decorum and total dignity.

The Membership Chairman is a member of the Club's Board of Directors, and also attends the Zone Meetings.

### Lion Tamer

The Lion Tamer is responsible for the property of the Club; all flags, bannerettes, gong and gavel and other Club paraphernalia.

The Lion Tamer is responsible for putting each in its proper place before and after each meeting. The Lion Tamer is also a Club Greeter.

### Tail Twister

The Tail Twister is responsible for promoting good harmony and fellowship within a Club. There shall be no ruling from decisions in imposing a fine, but they should



## **New Member Orientation**

be explained so as to "build up and not destroy, while being careful with criticism and liberal with praise".

The Tail Twister should also ensure that fines are set at a reasonable level, as it is not a fund raising activity of the Club, but one of promoting good fun and fellowship. All funds raised by the Tail Twister are handed over to the Treasurer.

The Tail Twister can only be fined on a unanimous vote of the Club Members.

### **Club Administration and Activities**

#### **Dues**

The Board of Directors sets Club Dues, which are payable by each Lions member. From these dues the administrative costs of the Club are charged, e.g. postage, stationery, Past President badges, presentations etc.

The Club is also required to pay: District Dues, Multiple District Dues and International Dues

Dues are used to help run the structures needed to support your Club. Also included are insurance charges to cover Club Members. Your Club has to ensure that the Dues it sets are sufficient to cover the running of the Club for the year. However, each Club is levied an amount per Lion for each half year to cover administration and projects of Lions at a District, Multiple District and International level.

How much of these amounts that are passed on to the individual members is up to each Club and most Clubs run projects to specifically "sponsor" members dues.

While dues vary from Club to Club, Bundanoon Lions dues are currently \$40 per half year for individual Lions and \$60 per half year for couples.

#### **Club Newsletter**

The Lions Club newsletter is produced by the Club newsletter editor and is used to remind Club members of Club activities and inform them on aspects of Lionism. The Club calendar of coming events is placed in the newsletter.

#### **Elections**

A meeting for the nomination of Club Officers and Directors is held in early March of each year. The President generally appoints a Nominating Committee, who proposes the names of candidates for the various Club offices to the Club membership at the Nominations Meeting. At this meeting nominations for all offices can also be made from the floor.

The election is held by no later than 25th March of each year. All officers of the Club are elected annually, taking office on July 1st or on Changeover Night. They hold office for 12 months, except Two Year Directors who hold office for 2 terms.

Details of the Club Executive are reported to Lions Clubs International on form PU 101 either via the Cabinet Secretary or on line by no later than 30th March each year.

#### **Guests at Meetings**

Guest Speakers, District Officers on official business and the District Governor when making a Club visit, should have their meal costs paid for by the Club.

If the Guest Speaker or District Officer is speaking on a Lions Club project, then the meal costs may be paid from the Activities Account.



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If you have a guest at the meeting, you should introduce your guest at the time of general introductions.

### Club Visitations

Club visitations can take several forms:

- Entire Club visiting another Club within the Zone or Region
- The Visitation Chairman organising visits which involve four or more members visiting other Clubs on a periodic basis.

All Club members are urged to take part in the Visitation program.

The results of these visits are:

- Exchange of experience and information
- New program ideas
- Swap fund-raising ideas
- Greater co-operation with other Clubs
- Widens the perspective of the visiting Club
- Develops friendships between the Clubs
- May help to solve a Club problem.
- Fun and fellowship.



### Club Attendance

Members are required to attend Club meetings regularly when they can. Some Clubs may review a Lion's membership if attendance is less than required but this would generally only occur after a discussion, usually either your Sponsor or the Membership Committee.

### Membership Categories

**ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favourable image of this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof. As provided in the Student Member Program criteria, qualifying student, former Leo and young adult members shall be Active Members and be entitled to all rights and privileges thereof.

**MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. This status shall be reviewed each six months by the board of directors of this club. A Member- at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.

**HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district

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dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

**PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office

**LIFE MEMBER:** Any member of Lions who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon: recommendation of this club to the association, and payment to the association of US\$500.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and approval by the International Board of Directors.

A Life Member shall have all privileges of active membership so long as he/she fulfils all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper.

**ASSOCIATE MEMBER:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report. An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

**AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors. An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, transitional, provisional, and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge.

**TRANSFERRING MEMBERSHIP.** A club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions club, provided that a member's dues are paid in full at the time of transfer requested. If more than six (6) months have elapsed between termination of his/her membership in another club and submittal of completed transfer member form.

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### Recognition

#### Chevrons

Lions members who maintain continuous membership in Lions for 10, 15, 20 etc or more years can receive the Monarch Chevron.

#### Membership Key Award Plan

Lions who sponsor new members who remain active in the Association for one year and a day are eligible to receive one of the eleven Membership Key Awards.

#### Other Recognitions and / or Awards

Individual members can be recognised by their Clubs or Lions Club International by presentation of Years of Service Tabs, Membership Key Awards (for bringing in new members), Life Membership, Club Secretaries Award, 100% President's Award (subject to meeting the criteria).

Many Clubs and Districts choose to recognise outstanding work in Lionism or the community by making donations and the presenting the recognition to the Lion.

This has a twofold effect of making monies available to the respective Foundations for their work and also providing the recognition to the individual or group. For example a Melvin Jones Fellowship from the Lions Clubs

International Foundation, James D Richardson

Honour Award from the Australia Lions

Foundation, Keith Small Gold Honour Award from the NSW ACT Public Health Care and

Save Sight Foundation, Harry Jenkins

Fellowship Award from the Australian Lions

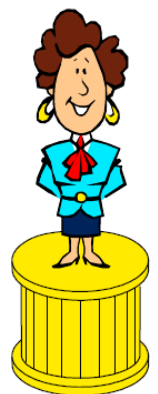
Drug Awareness Foundation to mention but a

few. Another important award is the Win

Tyquin Award, made by the Lions Australia

Spinal Cord Fellowship to Clubs that contribute \$100 or more to the Fellowship.

The recognitions / awards are fully outlined in Chapter 10 of The Lions Administration Manual (MD201), or at [www.lionsclubs.org.au](http://www.lionsclubs.org.au)



### Uniforms

#### Lions Official Uniforms

##### Club

A club may decide to have a Club uniform. The Club decides on the colour and the logo to be shown.

Clubs have a uniform for many reasons:

- it shows unity
- it is good public image at activities and projects
- at conventions, Club members are easily recognised
- it is an easy clothing option when deciding what to wear

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**District N2** does not have a uniform policy. However it is always recommended that Lions be neat, tidy and presentable when attending functions. The level of the function may dictate how one should dress e.g. whether a Lions uniform may be required. The Lions National uniform is a legitimate uniform with District N2.

**Multiple District 201** has a uniform that is part of the Multiple District constitution. Any changes to the uniform must be debated & agreed upon at the Multiple District convention.

The Multiple District uniform is:

- Green jacket with Lions pocket logo (male/female)
- Pale lemon shirt (male/female)
- Green tie (male) Coloured scarf (female)
- Light beige trousers (male) Beige skirt (female)
- Tan shoes (male) Tan shoes and bag (female)
- Akubra-style hat (male/female)

Accoutrements for Multiple District Uniform are available from the Multiple District office located at Newcastle.

None of the uniforms is compulsory, however many Lions wear the uniforms and are proud of them.

## Volunteers

According to a survey in 1988, almost a quarter of the Australian population is involved in some sort of voluntary work.

A newspaper quoted the Rev. Gordon Moyes (Methodist Church Wesley Mission) as saying “A volunteer army of 3.3 million workers saves the Federal Government \$5 billion a year ...”

*(The Australian, 25th September 1989)*

“Volunteers are so essential a part of the complex mechanism of our community that, without them, the whole fabric of society would be placed at risk”

(Sir Ninian Stephen, former Governor General of Australia)

There are many reasons why people become Lions:

- to give something back to the community
- to utilise and expand their skills
- to gain confidence and experience
- they were talked into it by a friend
- they had benefited from services of the Lions organisation
- for companionship.

Lions are seen as “local heroes” for the excellent work they do in supporting their communities.



## New Member Orientation

### ***What makes a Good Lions Club?***

After study by the Association and members alike, we have come to recognise what makes a good Lions Club.

The successful club is easily distinguished from the not-so-successful, as it works to involve its members in activities and projects. An effective club also demonstrates six outstanding characteristics shared by vigorous clubs around the world.



***First***, the cornerstone of a successful club is a major service activity that involves every member of the club. The activity must be one that is important to the people of the community in which the club serves. Our success with the activity will build community support for all our programs and help to assure success for all our activities.

***Second***, every successful club sponsors a major fund-raising project in which the community can participate and towards which the community can contribute. This project must be of value to the entire community. Each and every member of the club should bear some degree of responsibility for establishing, organising and affecting the program.

***Third***, successful clubs do everything possible to enhance the image of Lionism in their community by keeping the public well informed of their plans, projects and accomplishments.

They do this by maintaining friendly contacts with their community's newspapers, radio and television stations.

In addition, they realise that individual actions can have a positive impact on their club's efforts. They encourage members to wear their Lions emblem proudly, and act as Ambassadors of Goodwill both for their club and for Lions Clubs International.

If every member looks and acts like a leader, the community will look to the Lions club for leadership.

***Fourth***, club meetings are stimulating, informative and enjoyable at successful clubs. They ensure that the agenda for meetings is followed as closely as possible.

This is why it is necessary to plan meetings thoroughly beforehand and to make sure that they always adjourn on time.

***Fifth***, each individual Lions club member should know that he or she is an important part of a world-wide organisation that is truly dedicated to humanitarian service. When possible, we should participate in programs conducted at the Zone, Regional, Multiple

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District and International levels. Each one of us should be willing to suggest ways and means for the club to contribute to the community.

*Sixth*, to assure high membership retention, successful clubs immediately orientate new members in the club's goals and become involved with them. Individual members are encouraged to develop and attract new members, who will increase the strength and effectiveness of the club as a valuable contributor to the community.



## The Lions District

With Lions Clubs active in more than 200 countries and geographical areas worldwide, it would be very difficult for the Board to exercise control without the help of knowledgeable and dedicated local Lions. The Association has therefore been organised into more than 640 Districts, whose chief executive officer, the District Governor, is an Officer of the International Association.

Lions Clubs are part of a District normally composed of at least 35 Clubs and with a minimum of 1250 members. All districts are readily identified by a number – our District is 201 (Australia's No.) followed by N (for NSW), then 2 our District No. in NSW) – hence we are **District 201N2**. MD 201 currently has 19 Districts.

At 30th June 2010, our District 201N2 has 66 Clubs and a membership of about 1660 Lions. There are also six Lioness Clubs and seven Leo Clubs.

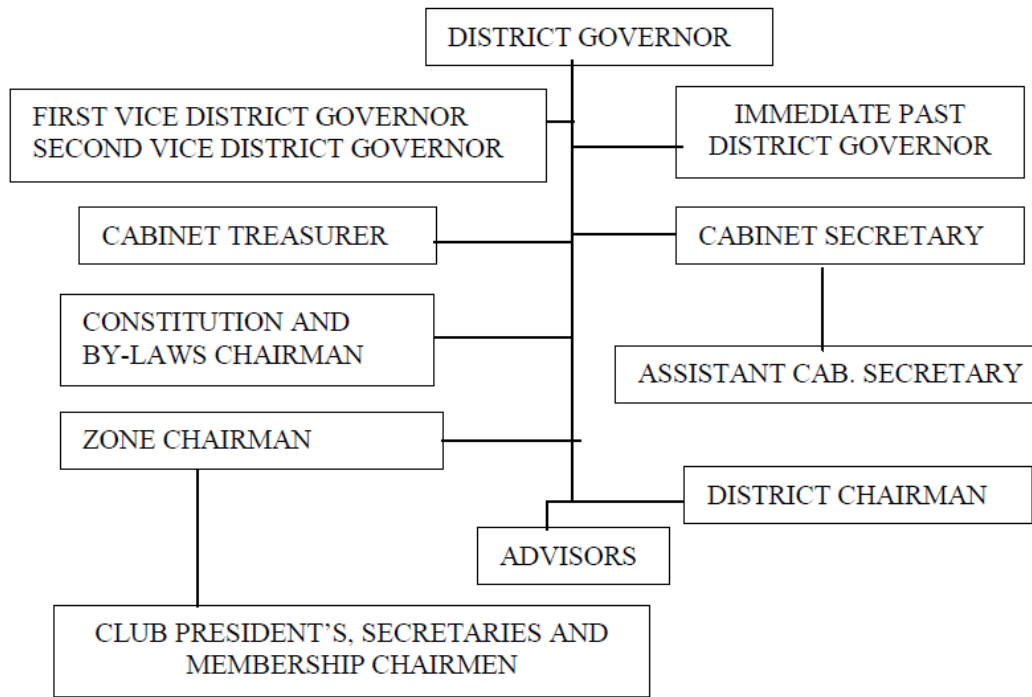
Our District extends from Cabramatta near Sydney in the northwest to Helensburgh Sydney in the northeast, down the coast to the NSW/Victorian border then across to Jindabyne and back again. The Lion in charge of a District is the District Governor.

## District Cabinet

The District Governor presides over Cabinet meetings at least four times a year, where the business of the District is discussed. The Cabinet is made up of members of the above structure, down to Zone Chairmen and District Chairmen.

A diagram of our District structure is on the next page.

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### District Governor

The District Governor is elected at the District Convention to serve for one year and is the chief executive officer of the District. The new Governor takes office at the close of the International Convention.

The District Governor is under the general supervision of the International Board of Directors, executive administrative officer of the District, the District Governor appoints and has direct supervision and control over: Cabinet Secretary - Cabinet Treasurer - Zone Chairmen - District Officers

Some specific responsibilities of the DG are to:

- Further the Purposes and Objectives of the Association.
- Supervise the organisation of new Lions Clubs.
- Preside over Cabinet Meetings and the District Convention.
- Perform other functions and acts as required by the International Board.

### First and Second Vice District Governor

The Vice District Governors are elected at the District Convention to serve for one year in the case of the First VDG and two years in the case of the 2nd VDG and, subject to the supervision and direction of the District Governor, shall be chief administrative assistants to the District Governor.

Specific responsibilities are to:

- Further the Purposes and Objects of the Association.
- Familiarise themselves with the duties of the District Governor; in the event of a vacancy in the office of District Governor, they will be better prepared to assume the duties and responsibilities of the office.
- Perform administrative duties as assigned by the District Governor.
- Perform other functions as required by the International Board of Directors through the Vice District Governor's Manual and other directives.

## **New Member Orientation**

### **Cabinet Secretary**

- Maintains District files
- Attends to all District correspondence
- Is in close contact with the Clubs of the District
- Accompanies the District Governor on Club visitations

### **Cabinet Treasurer**

- Responsible for all monies collected by the District
- Prepares an annual budget for the District

### **Zone Chairmen**

A District is divided into Regions and Zones, desirably composed of no more than 16 and no less than 10 Clubs. In District 201 N2 we have 12 Zones in 6 Regions.

The Zone Chairman is the chief administrative officer of the Zone and is responsible to the District Governor who appoints them. They are also members of the District Cabinet and the District Governor's Advisory Committee.

Responsibilities are:

- Further the purposes and objectives of the Association.
- Play an active role in organising new Clubs and strengthening weaker Clubs.
- Keep informed of the activities and well being of all Clubs within the Zone.
- Chair the District Governors Advisory Committee meetings, which must be held at least three times throughout the year.
- To co-operate with the District Membership Chairman in all matters concerning membership.

### **District Chairmen**

Chairmen are appointed by the District Governor and are responsible for informing Clubs of their District portfolios' activities, encouraging the Clubs to take part in these activities, e.g. Youth Exchange, Youth of the Year, etc..

Some District Chairmen have a specific training task to perform and it is their responsibility to carry out those tasks as directed by the District Governor. They are members of the District Cabinet and assist the District Governor in his work with the Clubs.

In District 201 N2, the District Chairmen cover such areas as Constitution & By-Laws, Convention, Christmas Cakes, Lion Mints, Diabetes , Drug Awareness, Leadership Development & Training, Lioness, Leo, Membership Development, Newsletter, Public Relations, Lions Eye Health Program, Lions Blind Welfare & deaf Camp, Hearing Dogs, Spinal Cord Fellowship, Children's Mobility, Children of Courage & Peace Poster, NSW / ACT Save Sight & Public Health Care Foundations, Youth Exchange and Youth of the Year.

## **New Member Orientation**

### **Conventions**

The annual District Convention is the chief deliberative body of the District and is presided over by the District Governor.

Each Club in good standing is allowed to send delegates to the Convention. The Club is allowed one delegate per 10 members or major part thereof providing the delegate has been a Lion for at least one year and one day as at the 1st day of the month preceding the convention. All Lions may attend the District Convention, but only those who are delegates may vote.

District Conventions are held at various towns throughout the District, usually towards the end (usually on the last weekend) of October each year.

They will be at Canberra (Gungahlin) in 2011 and Taralga in 2012

During the Conventions particular activities take place, including:

- conduct of general District business
- election of incoming District Governor and Vice District Governors
- election of the NSW/ACT Foundation representative.
- taking action on District matters in accordance with the International Constitution and the District By-laws and Constitution
- adopt resolutions

District Convention is a time where Lions come together to have fellowship and fun, to share ideas and to view static displays on Lions activities.

In 1991, the International Convention was held in Brisbane, the first time ever for Australia. It was an opportunity not to be missed. Approximately 40,000 Lions from all over the world attended. It was one of the greatest shows on earth. When you attend Conventions, you make new friends, whose friendship you will keep for the rest of your lives. You really know that you are part of a truly International Organisation.

The 2010 Lions Clubs International Convention was held in Sydney, while the 2011 event was in Seattle, WA, USA, with one of our members attending.

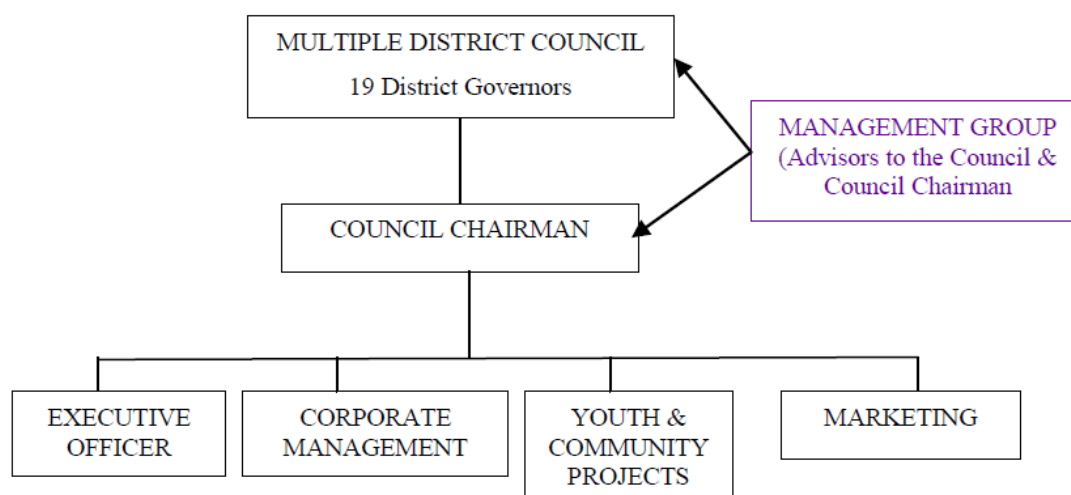
## New Member Orientation

### Multiple District 201

When a District becomes too large, it is subdivided along geographical lines, to form two or more Districts. Each has its own letter or number. Our District is 201 N2 as mentioned earlier. Where there is more than one District in a defined area, those Districts form a Multiple District. Our Multiple District is 201 and covers all of Australia and Papua New Guinea. New Zealand forms Multiple District 202.

Lionism began in Australia on 1st July, 1947 when the Lions Club of Lismore was formed, In 1997 the Multiple District Convention was held at Lismore (which is in District 201 Q1) to help celebrate 50 years of Lionism in Australia.

Each Multiple District has a Constitution of its own, based on a standard format provided by Lions Clubs International. Each Multiple District supervises the administration of its own affairs, may choose officers, hold meetings, administer funds, authorise expenditure and exercise other administrative powers as is provided in its respective Constitution and By-laws.



The administration of the Multiple District is in the hands of the Executive Officer who is a paid employee of Lions in Australia. The Executive Officer is employed by the Council of Governors and is responsible to them for the day to day affairs of Lionism in Multiple District 201. The National Office is in Newcastle, NSW.

### Council of Governors

According to the International Constitution, the Governors of each District constitute the Council of Governors. Each member has one vote on each matter requiring action of the Council. Each year, the incoming Governors elect a serving Governor to chair the Council meetings during their year of office.

### Multiple District Committee Chairmen

The Multiple District Committee Chairmen are responsible for national activities of the Multiple District. Among these activities are Insurance, Youth Programs, Membership Development, Australian Lions Foundation, Leadership Development, Christmas Cakes and Lion Mints. Chairmen are elected for five years, and members of the Committees are elected for three years.

The Multiple District also has a merchandising operation that offers Lions goods to the members. The Club Secretary has a copy of the Club Supplies catalogue. All ordering is done through the Club Secretary.

## New Member Orientation

### Lions Clubs International Association

The individual Lions Club is the most important unit of our Association. After all, it is the International Association of Lions Clubs that proudly counts you as a Member. But as an individual, you belong to your Club. It is the Club that is a member of the Association.

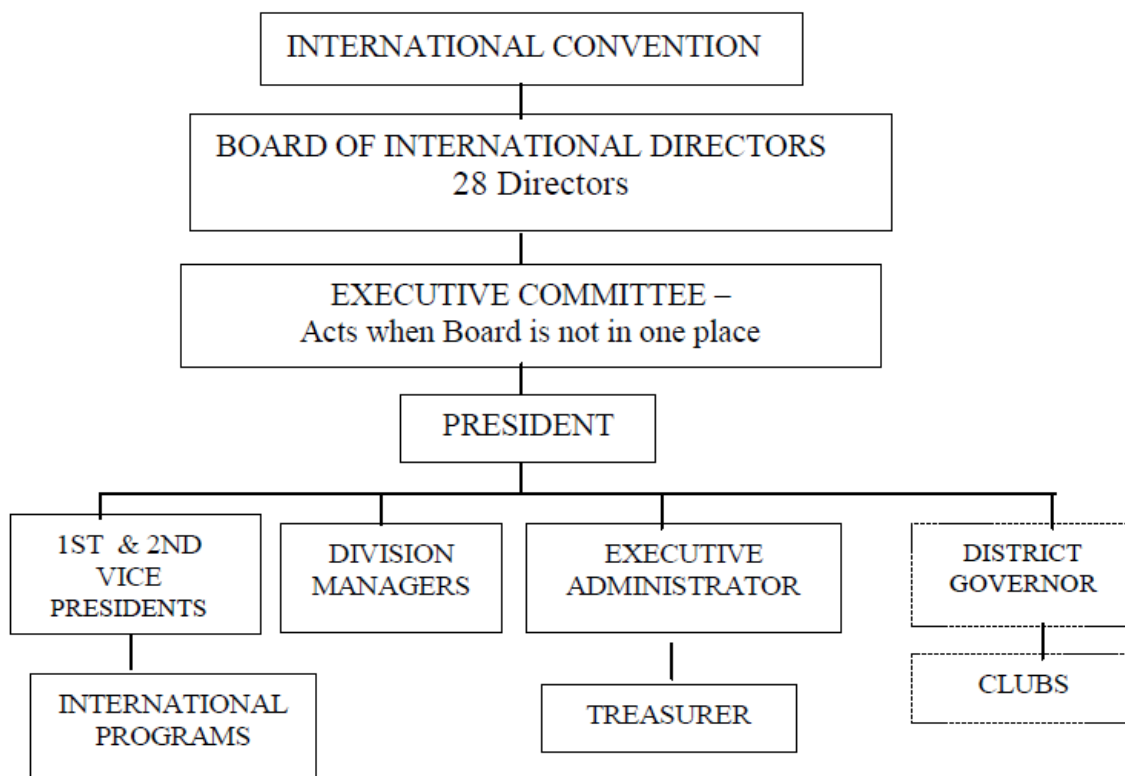
This means that when it comes time to elect International Officers and Directors, or to amend or change the International Constitution and By-laws, it is the Club that casts the necessary votes through its authorised delegates.

Every Lions Club in good standing is entitled to send at least one delegate and alternate to vote at the International Convention, regardless of the number of members it has.

Most Clubs are entitled to more than one vote, since the rule provides for one delegate for each 25 members, or a major fraction thereof. Delegates can be appointed by the Club's Board of Directors, or elected by the members.

Every year at the International Convention, the delegates elect the International Officers and Directors who will act for them during the coming fiscal year, which for our Association runs from July 1st to June 30th. Officers elected include the International President and Second Vice Presidents. Constitutionally, a contest exists only for the office of Second Vice President, with the other Officers advancing one step each year, until they are elected International President.

### The International Association



The Board is the executive body of the Association and exercises general management and control of its business, property and funds as designated by the membership through the International Constitution and By-laws.

## New Member Orientation

### The International Director



Our representation at the International Association is by an elected International Director. The elected term is for two years and the Multiple Districts of 201, 202 and 307 of our constitutional area generally take turns to provide the International Director.

### *Other Lions Groups*

#### **Lioness Clubs**

Lioness Clubs International are a vital part of the world's largest community service organisation. The first Lioness Club was formed in 1975 in Mount Pleasant, North Carolina, USA. The first Lioness Club in Australia commenced in 1975.

In Australia there are about 150 Lioness Clubs with 2500 members who enjoy helping people in their community who are less fortunate than themselves.

In District 201 N2 we have six Lioness Clubs, in Camden, Eden, Liverpool City, Oak Flats, Shoalhaven and Wollongong Heights.

Membership of a Lioness Club is open to both men and women and is an attractive option to membership of a Lions Club for those whose resources may be limited or time restricted.

Lioness Clubs are sponsored by Lions Clubs, usually neighbouring, and as well as assisting in activities of their sponsor Club, organise many projects of their own.

Whilst the primary aim of Lioness Clubs is to help others, it is not just about raising funds and providing community service. Being a Lioness member opens up new doors to a network of friends. In Australia, Lionesses participate in local, district, state and national seminars, fora and conventions.



## **New Member Orientation**

### **Leo Clubs**

Leo Clubs are an official activity of Lions Clubs International that encourages young men and women to serve others in their community and around the world.

Leo Clubs are sponsored by local Lions Clubs and may be either school based or community based. Leo Club membership is open to young men and women between the ages of 12 and 28. Membership is divided into two groups, the school based Leos are generally between the ages of 12 and 17 years, and the community based clubs have member ages 18 to 28 years.

The first Leo Club was formed in 1957 at Abington High School, Glenside Pennsylvania, USA. The first Leo Club in Australia was formed at Ingham, Qld, in 1968.

There are now 70 Leo Clubs in Australia with over 30 school based clubs and a membership of over 1400. The Leo Program has grown to include more than 140 000 Leos in over 138 countries. In District 201 N2 we have eight Leo Clubs, at Ambarvale, Cabramatta, Canley Vale, Fairvale and Warilla High Schooles, and at Camden, Canberra Lake Tuggeranong, Ulladulla Milton.

The Leo motto - Leadership, Experience, Opportunity – is fulfilled as members work together in response to the needs of others.

As a sponsored activity of a Lions Club, Leo Clubs are entitled to many services and benefits offered by Lions Clubs International.



### **Club Branches**

A club branch is a small group of people who become members of an existing "parent"

Lions club, but who hold meetings and conduct service activities at a location that is separate from the parent club. Branch members are full members of the parent Lions club, with all privileges and responsibilities.

In many communities, it is difficult to reach the 20-member minimum necessary to charter a new club. Club branches can solve this problem.

Because branches may be formed with a smaller number of members, they can flourish where chartered clubs cannot be established: small towns, remote rural areas, ethnic neighbourhoods, business parks and medical complexes.

Any Lions club may establish a branch in any area of its district not currently served by Lions. A club may form more than one branch; however, the district governor must be notified that each branch is being formed.

## **New Member Orientation**

### **New Century Lions Clubs**

The New Century Lions Club gives adults through age 35 the ability to create a Lions club that fits their lifestyle and need for flexibility. Providing hands-on projects and more extensive use of technology to ease club administration, New Century Lions Clubs is an exciting new endeavour that offers members:-

- the same rights, privileges and responsibilities common to all Lions clubs members
- empowerment to choose service activities based on individual interests and community needs
- the knowledge and strength of more than 44,600 Lions clubs worldwide.

What kinds of activities might a New Century Lions Club choose to pursue?

Anything from building housing for disadvantaged people to environmental projects or working with young people – projects that will help their communities and ignite their volunteer spirit. Choice and flexibility are important elements of a New Century Lions Club.

For seven years following the club's charter date, only men and women through age 35 may be invited to join. There is no requirement for members to leave the club when their age exceeds 35. Members have all rights, privileges and responsibilities common to all Lions members.

There are seven New Century Lions Clubs throughout Australia. There are currently no New Century Lions Clubs in District 201N2.



## **Your Personal Development in Lions**

### ***Lions Mentoring Program***

The Lions Mentoring Program is a District Governor initiative to develop knowledge of Lionism among members. It is a four-level program to be implemented within your Club by a knowledgeable (Mentoring) Lion to a Protégé (being developed) Lion that encompasses:

#### **Level 1 – Responsibility**

Introducing the Protégé Lion to the Lions organisation – providing Club, District, Multiple District and International knowledge

#### **Level 2 – Relationships**

Active involvement by Protégé Lion in

## **New Member Orientation**

- Club Board, Zone, District/Multiple District activities
- Club service/fundraising activity
- Introducing a new Club member
- Making another Club visit

### **Level 3 – Results**

Developing a clear understanding of the “what”, “how” and “why” needed to successfully conduct a service activity.

### **Level 4 – Replication**

Preparing the Protégé Lion for a leadership role within the association.

## ***Leadership Programs***

These are programs (District and Multiple District) designed to develop Leadership skills and encourage Lions to accept responsible roles at a Club level. It also looks at future potential of Lions to develop to more advanced roles.

## ***Orientation Programs***

These are half-day/day programs for new Lions with segments of the Mentoring Program information, but they are delivered by District Trainers. These programs are advertised at various times of the year at a number of District locations.

Contact your sponsor or your Club Membership Chairman to find out more about your development.

## ***On-line training course***

The Lions Clubs International website has an on-line learning (information program) that has useful information. Log in to:

[www.lionsclubs.org/EN/content/resources\\_learning\\_center.shtml](http://www.lionsclubs.org/EN/content/resources_learning_center.shtml)

Or simply log on to the Lions Clubs International website and follow your nose.

## ***References***

Multiple District 201 Club Administration Manual (Nov 2009 version)

<http://www.lionsclubs.org.au/members/publications/legal/Club-Administration-Manual.pdf>

Lions Clubs International Club Officers Manual:

<http://www.lionsclubs.org/EN/common/pdfs/la15.pdf>

“The Role of the Club President” by John Flarrety

“The Seven Habits of Highly Effective People”, Covey

## **New Member Orientation**

### **Resources**

District N2 DG's Advisory Group

District N2 MERLOT Team

Multiple District 201 website, Site Map: <http://www.lionsclubs.org.au/misc/sitemap.php>

MD201 Leadership Committee: <http://www.lionsclubs.org.au/leadership/>

MD201 Tutorials for Club Officers: <http://www.lionsclubs.org.au/leadership/tutorials.php>

MD201 Members' Publications – Training:

<http://www.lionsclubs.org.au/members/publications/training/>

MD201 Corporate Sponsors and Supporters:

<http://www.lionsclubs.org.au/sponsors/index.php>

MD201 Lions Insurance information: <http://www.lionsinsurance.com.au/>

Lions Clubs International (LCI) website "Site Map":

<http://www.lionsclubs.org/EN/sitemap.php>

President's Retention Campaign: <http://www.lionsclubs.org/EN/common/pdfs/prc1.pdf>

Focus on Meetings: <http://www.lionsclubs.org/EN/common/pdfs/prc3.pdf>

Focus on Club Dynamics: <http://www.lionsclubs.org/EN/content/pdfs/prc4.pdf>

Focus on Involvement: <http://www.lionsclubs.org/EN/content/pdfs/prc5.pdf>

Standard Form Lions Club Constitution and By-Laws:

<http://www.lionsclubs.org/EN/content/pdfs/la2.pdf>

Club Public Relations Guide: <http://www.lionsclubs.org/EN/content/pdfs/pr710.pdf>

Focus on Club Co-operation: <http://www.lionsclubs.org/EN/content/pdfs/prc002.pdf>

Family Friendly Lions Club Concept "How to Guide":

<http://www.lionsclubs.org/EN/common/pdfs/MPFG1.pdf>

LCI Membership Development & New Club Formation:

<http://www.lionsclubs.org/EN/common/pdfs/tk1.pdf>

There is a good deal of information on the web for interested Lions including:

District 201 N2 Website <http://201n2.lions.org.au/>

National website (Multiple District 201) [www.lionsclubs.org.au](http://www.lionsclubs.org.au)

International Lions Clubs website (USA) [www.lionsclubs.org](http://www.lionsclubs.org)

Our own website [www.bundanoonlions.org](http://www.bundanoonlions.org)

A number of other Clubs have also set up their own websites and are a goldmine of information as well. Happy surfing!

