

LIONESSE CLUB HANDBOOK



LIONESSE CLUBS OF MULTIPLE DISTRICT 201

LIONESSE CLUB HANDBOOK

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REASON FOR BEING ...

A good Lioness Club has many purposes; Friendship, Fellowship and Enjoyment through service to the community and a creative use of time.

But the very essence of a Lioness Club Membership is service to others. Working side-by-side with other women and men who share their ideals, a person has a chance to express concern for human need through structured, productive service activities that benefit communities both near and far.

Members of a Lioness Club can learn what their partners in the sponsoring Lions Club are doing to help others. They have the opportunity to "Create and foster a spirit of understanding amongst the peoples of the world", which is the first Purpose of Lions Clubs. This opens up a whole world of International friendship and understanding.

IN THE BEGINNING ...

From a modest start, Lioness Clubs continue to grow from strength to strength. Lioness Clubs are still very active in many parts of the Lions world.

The first Lioness Club was formed in North Carolina, USA. The Ladies Auxiliary of the Lions Club Mt Pleasant, a group of 40 women, wanted to be a more effective Lions affiliated group. They were certified December 24th 1975 to become the first Lioness Club.

In Australia approximately eight "first Lioness Clubs" were certified in the 1975/1976 year. Many of these "first"

Clubs had for several years previously operated as Lions Ladies Auxiliaries.

The Public Relations Officer of Brisbane Bardon Lioness Club Ms Betty McGrath, reported that: "The change noticed since changing their name to Lioness from Lions Ladies Auxiliary has been the extra enthusiasm of the ladies to help their fellow man".

In October 1991, the International Association of Lions Clubs decided to withdraw international support for Lioness Clubs. That meant that Lioness Clubs could continue, as before, with a Sponsor Club and participating in all activities as they so wished but would not receive any material or assistance from Lions Clubs International (LCI) Headquarters Oakbrook, USA.

In Australia, The Multiple District 201 Council of District Governors saw fit to extend support to Lioness Clubs through an expanded Multiple District (MD) Lioness Committee. Currently the committee consists of a Chairman and four State Representatives. This committee has the responsibility of providing the relevant management tools and resources for the Lioness Clubs. Other material is also produced by this committee for Lioness Clubs' use. The MD Committee also conducts an annual competition, "The Fannie Tresise Premier Project Award" to find the Club with the best project for the year.

Today, Lioness Clubs in MD201 are a strong and progressive movement. Men are now welcome as members. The majority of the Clubs have retained their 'Ladies Only' status.

Membership of a Lioness Club is by invitation only. There are approximately 105 Clubs and 2000 members.

CONSTITUTIONAL ISSUES -

Incorporated in this handbook is a copy of the 1995 Standard Form Lioness Clubs Constitution and By-Laws. Lioness Clubs, with the approval of their Sponsor Club, may choose to adopt this Constitution for their use.

Lions Clubs International has stated that Lioness Clubs are projects of Sponsoring Lions Clubs, which in turn must accept responsibility for ensuring that Lioness Clubs operate within the policies of the International body.

One benefit to a Lioness Club of being sponsored is that it is covered by the Sponsor Club's Incorporation. This covers Lioness members in cases of legal liability. Lion's Insurance cover is arranged by the Sponsor Lions Club and the Lioness Club usually reimburses its share. The Sponsor Club is also billed for the MD Lioness Levy of approx \$5 per Lioness Club member and the Lioness Club generally reimburses the full amount.

The Sponsor Lions Club must be kept informed of Lioness Club activities and while the Lions Club may intervene in those activities, it would be quite unusual for intervention to occur in the normal course. By supplying a copy of the Board meeting minutes and inviting the Liaison Officer from the Lions Club to regular meetings, a Lioness Club can keep its Sponsor Club fully informed of its activities. This is necessary for Insurance and Legal Liability purposes.

The Sponsor Lions Club supports and promotes its Lioness Club and encourages co-operation and friendship between members of both Clubs. Joint meetings are encouraged between many Lioness Clubs and their Sponsor Clubs, so that members may get to know each other.

LIONESSE LIAISON OFFICER-

A Liaison Officer is appointed by mutual agreement of the Lioness Club and its Sponsoring Lions Club. The Sponsor Club usually nominates a member who is interested in serving in this position. The Lioness Club may approve the appointment. In this way co-operation between the sponsoring Club and the Lioness Club is maintained.

If the need arises, the Lioness Club has the right to request (in writing) a new / different Liaison Officer

DUTIES OF THE LIAISON OFFICER:

The Liaison Officer serves the vital function of keeping a channel of communication open between the Lions and Lioness Clubs. The Liaison assists the Lioness Club as needed and remains ready to lend a helping hand.

It is the duty of the Liaison to –

- maintain open lines of communication between the two Clubs. Keep both Clubs fully informed of each other's service projects and activities
- foster a healthy rapport between the Lions Club and Lioness Club
- help Lioness members build self-confidence through their Club experience
- assist when needed, but never to try to dominate the activities of the Club
- attend one (1) business meeting quarterly. If your Sponsoring Lions Club resides a significant distance from the Lioness Club and unable to visit - both clubs should maintain electronic / telephone / Aust post communications.

This booklet will serve to provide basic ideas on a suggested structure and method of operation for your Lioness Club. If you need more detailed information on any aspect of running your Club, speak to your Sponsor Club, Lioness District Chairman or contact your MD Lioness Committee District Committee Member.

NEW MEMBER -

Any adult person may apply to join a Lioness Club. The prospective member is invited to attend 1 or more meetings. This gives the prospective member the opportunity to understand how Lioness Clubs operate. The Club executive is responsible for assessing the suitability for membership of all new members. All new members must be sponsored by a Lioness in good standing. (refer page 32)

EXCEPTION TO RULE :-
KINGS Lioness Clubs –
Please refer to MD KINGS Coordinator

SPONSORING LIONESS:

An enthusiastic Lioness recruits new members from among friends and other acquaintances and encourages other Lioness to do the same. The sponsor will bring a prospective members name to the Membership Committee.

The new member requires orientation and introduction into Club activities. The sponsor acts as a special friend at meetings and social functions, and sees that they get to know the other members in the Club. The sponsoring Lioness will also encourage the new member to become involved. This responsibility remains with the sponsor for one year.

FEEES AND DUES -

The amount of annual dues set for Lioness Club members is to be determined by the Club membership and noted in the Club by-laws. When determining this fee, it is important to cover all administration costs of the Club. Allowance must be made for the annual MD Lioness Levy of approx \$5 per member, Club administration charges for postage, telephone etc., Some Clubs charge in excess of \$20 whilst others keep their costs down and subsidise with in-Club raffles etc., Funds must not be raised from the public to cover administration costs of a Lioness Club.

**** Exception to the rule applies****

If the Club clearly identifies and advertises that the funds from this special project will be used to supplement the administration costs of the Lioness Club.

In addition, Lioness Clubs should charge new members an entrance fee to cover the cost of their New Members Kit, which is available through the Lions Clubs International Office in Newcastle.

MEETINGS -

The Lioness Club should meet regularly, as set in the Club by-laws. Clubs may choose to meet fortnightly or monthly; they may elect to hold day-time or evening meetings, or as is the wish of the full Club membership. In addition, Board of Directors meetings should be held on a monthly basis. The meeting place should be determined by the Board of Directors with full agreement of the Club.

It is important to have a planned agenda for all meetings.

SUGGESTED AGENDA FOR REGULAR CLUB MEETINGS:

1. Call to order
2. Welcome and introductions (observe correct protocol for visiting District Officers)
3. Apologies
4. Invocation and loyal toast (optional)
5. Lions Club purposes (optional)
6. Minutes
7. Correspondence
8. Reports
9. General business
10. Tail Twister
11. Guest speaker / district officer
12. Code of Ethics (optional)
13. Final remarks
14. Notice of forthcoming functions/meetings
15. Close meeting
16. Fellowship

SUGGESTED AGENDA FOR BOARD MEETINGS:

1. Call to order
2. Apologies
3. Minutes (moved and seconded that they be accepted)
4. Business arising from minutes
5. Correspondence
6. Business arising from correspondence
7. Reports – president, secretary, treasurer, vp's etc
8. Moved and seconded that they be accepted
9. General business
10. Notice of forthcoming functions/ meetings
11. Close meeting

The programme can be varied as required and according to the proposed content of the meeting. Meeting organisation should be in the hands of a Programme Chairman and committee.

QUORUM:

The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of the Club. In good standing means members who have fulfilled their financial obligation to the Club.

SPECIAL MEETINGS OF THE CLUB:

Special Meetings may be called at any time, by the President or by written request of no less than 25% of Club members in good standing. The call for such a meeting may be verbal or in writing and must clearly state the purpose of the meeting.

SPECIAL MEETINGS OF THE BOARD OF DIRECTORS:

The President may at any time call, or upon written request of any three (3) members of the Board shall call a Special Meeting of the Board of Directors. The call may be verbal or in writing but must clearly state the purpose of the meeting.

CLUB OFFICE BEARERS -

INVOLVEMENT IS THE KEY:

The officers shall be President, Vice President, Secretary, Treasurer, three (3) Directors and such others as may be provided in the Lioness Club By-Laws. Other recommended officers are First Vice President, Second Vice President, Third Vice President, Lioness Tamer and Tail Twister.

A successful Lioness Club is one in which the members are active participants in activities. Interesting, diversified programmes are vital in maintaining attendance at meetings. Challenging and varied service projects will keep members involved with their Club.

Members are to be encouraged to advise the leaders of their individual skills and interests, to ensure the Club offers the projects that will be of interest to all members.

Whether or not a Lioness Club accomplishes its objectives greatly depends upon its leadership and a workable organisation structure. A Club's success is dependant on a good team effort.

It is the responsibility of the Lioness President, Club Officers, Directors and Committee Chairman, to provide the membership with the components essential to a productive and rewarding Lioness Club experience.

It is the function of the officers to lead their Lioness Club in community activities. They must determine the human and social needs, which the Club can meet through the collective involvement of the Club membership. This requires the utilisation of a soundly conceived organisational framework.

Each officer, who is a member in good standing, serves for a term of one (1) year or until a successor is elected and installed. The immediate Past President should serve on the Board of Directors until succeeded.

DUTIES OF PRESIDENT:

The President is the Chairman of the Board of Directors and ex-officio member of all standing and special committees with the exception of the Nominations Committee.

The President presides over all Board of Directors and regular meetings of the Club.

It is the duty of the President (or in special circumstances, an appointee) to

- preside over Club, Board and Special Meetings
- ensure the Club operates in harmony with the Sponsor Lions Club
- advise the Sponsor Lions Club of the Club's activities
- negotiate with the Secretary for a written agenda for all Club and Board of Director meetings
- be fully aware of all duties and responsibilities of Club Officers and Committees
- ensure the development of an active service programme
- ensure regular elections are conducted according to Policy Minutes

- represent the Club at Zone and Region Meetings at whenever possible at community events when invited
- call special meetings of the Club or Board of Directors as required
- review material received from the Cabinet and MD201 Lioness Committee and disseminate that information to all Club members
- prepare and present an Annual Report to the Club
- review presidential responsibilities with the incoming President, and transfer of all Club files and pertinent information regarding on-going Club activities while recommending future activities
- prepare a report for inclusion in the Club Newsletter.

It is the choice of the President as to which Vice Presidents are appointed to co-ordinate the following committees:-

ADMINISTRATION:

- Finance
- Membership development
- Programme and attendance
- Constitution & by-laws
- Education & information
- Public relations
- Bulletin editor

ACTIVITIES:

Various at the Clubs discretion possible activities as listed

- Drug awareness
- Environment
- Youth exchange
- Youth of the year
- Personality quest
- Christmas cakes & seals
- Lion mints
- Diabetes
- International relations
- Hearing dogs
- Local projects

A Chairman heads each of these committees. The Chairman then reports to a Vice President in charge of the portfolio. The Vice President is then responsible to the President. All Club members should be involved on these committees and the committees should report to Club meetings so that all members are fully informed of their activities.

DUTIES OF SECRETARY:

It is the duty of the Club secretary to –

- attend all Board of Directors and Club meetings and together with the President, represent the Club at Zone and Region meetings
- assist the President with the preparation of meeting agendas
- record all proceedings from Board of Directors and Club meetings
- distribute minutes of meetings to members
- ensure minutes of each meeting are given to the Sponsor Lions Club for records and insurance purposes
- maintain a roster of all Club members
- record attendance at all meetings
- order awards for eligible Lionesses
- handle Club correspondence, both inwards and outwards
- complete and forward the Lioness Club Monthly Report (refer page 38) to the nominated recipients e.g. District Governor (DG), Dist Chairman, Zone Chairman etc.,
- train the succeeding Secretary
- transfer all books, documents and other Club property to the successor.

DUTIES OF THE TREASURER:

It is the duty of the Club Treasurer to –

- attend Club and Board of Directors meetings

- send statement of dues to all Club members
- collect dues and other monies, issue receipts. Deposit same monies into bank as authorised by the Board of Directors at earliest convenience
- pay Club accounts and obligations as authorised by the Board of Directors
- prepare and present financial statements for regular Club, Board and Annual meetings, and at other times as requested by the President. Current bank statements to be attached to financial statements.
- maintain a record of the Club's receipts and disbursements
- prepare a two-part budget (Administration and Activities) and submit it to the Board of Directors for review and approval
- submit all statements and accounts for Annual Audit
- submit a copy of Audit statement to Sponsor Lions Club
- transfer all books, documents and other Club financial property to the incoming Treasurer and assist wherever necessary.

DUTIES OF VICE PRESIDENTS:

It is the duty of the Vice Presidents to –

- attend Club and Board of Directors meetings
- preside in the absence of the President, in order of succession. In this case, the Vice President maintains the same authority as the President
- represent the Club at meetings and other functions at the request of the President
- co-ordinate committees as designated by the President

- review objectives and expected results with committee members. Outline Club service and activities for the year. Present a plan to the Board of Directors. This plan should harmonise with the objectives of the Club President, committees and the Sponsor Lions Club
- provide opportunities for all members to participate in the development and implementation of activities and encourage each Club member to be involved with such activities
- prepare articles for the Club, District and MD Newsletters
- act as consultants to the President, Board of Directors, Chairmen and committee members
- prepare an analysis of committee achievements. Include specific accomplishments, revenue collected and distributed, results of the activity, and recommendations for improvement
- prepare Annual Programme plans for each committee in co-operation with the Committee Chairmen and President. The Annual Programme should:
 - include objectives, implementation strategies, budget requirements and manpower needs
 - inform Club members of the details at the start of the new Lioness year.

DUTIES OF DIRECTORS:

It is the duty of the Directors to-

- attend Club and Board of Directors meetings
- serve as Chairman or member of any/all committees as appointed by the President
- review the overall operation of the Club and make recommendations accordingly

- make officers aware of any problem and suggest solutions.

(refer also to page 9 Duties of Board of Directors)

DUTIES OF IMMEDIATE PAST PRESIDENT:

The Immediate Past President will –

- serve as a member of the Board of Directors
- attend Club and Board of Directors meetings
- serve as Chairman or member of any/all committees as appointed by the President. This is particularly the case with the Nominations Committee
- ensure that all files and appropriate materials are transferred from the outgoing officers and directors to their successors
- encourage members to participate in Club activities
- help members to understand how they can be leaders within the Club
- give encouragement to Club Officers as they fulfil their responsibilities
- continue to promote Lions within the community
- support the President, remembering that this is **their year**
- enjoy being an active member of the Lioness Club.

DUTIES OF TAIL TWISTER:

It is the duty of the Tail Twister to –

- attend Club and Board of Directors meetings
- promote harmony, fellowship and friendship among Club members
- greet members and their guests at Club meetings
- welcome everyone

- generate enthusiasm at meetings through appropriate stunts and games
- impose minimal fines on members
- direct fines to the Treasurer for banking and request a receipt.

Fining members is a key element of successful Tail Twisting. Fines are for fun and must be kept to a minimum amount, eg 20c.

A good Tail Twister fines all members sometimes, does not always fine the same members and ensures that no-one is forgotten. By fining, the Tail Twister involves everyone happily in the meeting, helps publicise new and happy events, entertains, and assists the President in general management of the meeting.

One of the primary tasks of the Tail Twister is to extract humour and laughter with jokes, witticisms, mimicry, acting, singing or dramatization. Laughter transcends all creeds and religions. It is universal. The Tail Twister's rostrum should never be used for insulting anyone. Vulgar jokes are not compatible with the Ethics of Lions. They only serve to lower respect within the Club.

Some hints –

1. move about the meeting room and stand beside the member being fined
2. make all eyes follow you. Motion is variety, standing still and talking is monotonous
3. never embarrass anyone. Fine District Officers and members but NOT GUESTS.

Finally, be different, surprise your members.

DUTIES OF LIONESSE TAMER:

It is the duty of the Lioness Tamer to –

- attend Club and Board of Directors meetings
- assume responsibility for any Club property and paraphernalia, including flags, gong, gavel, banner, etc.,
- places flags, banner, gong, gavel, etc in the proper position before Club meetings, and return same to proper storage place after meetings
- distribute bulletins, and literature during meetings as required
- act as greeter and sergeant-at-arms during meetings
- make certain the meeting attendees are properly seated.

DUTIES OF BOARD OF DIRECTORS:

The Board of Directors includes the President, Vice Presidents, Secretary, Treasurer, Lioness Tamer, Tail Twister, Directors and other such Officers as provided in the Club's by-laws.

It is the duty of Board of Directors to –

- act as the Executive Board of the Club. Responsibilities include execution of all Club business and policies as approved by the Club. At a Regular or Special meeting, Club members must approve all new policies
- provide for an annual audit of the Club books, accounts and operations
- recommend from time to time dispersal of Club funds for various purposes
- submit new business and policies through the appropriate co-ordinating Vice President, standing committee or special Club committee for recommendation to the Club
- fulfil other duties as expressed in the Club by-laws.

ELECTION OF CLUB OFFICERS -

February - March is the time of the year for all Clubs to elect their office bearers for the coming year. The final date for submission of incoming Club Officers to District is mid-April. Here are some suggested procedures for Clubs to follow:

1. Form a Nominations Committee with a chairman - usually the Immediate Past President. This committee should be made up of experienced Lionesses and Past Presidents. Your current president is **NOT** part of this committee.
2. This committee's purpose is to put forward a list of members who they consider suited to certain board positions. Other nominations may be received by the committee, from any member in good standing. These nominations must be in writing. Only after the committee has ascertained that these members wish to stand for election, are the names presented to the Club, usually at the meeting before the Election Meeting (Nomination Meeting).
3. Nominations may also be accepted from the floor at the election meeting.
4. At the election meeting voting is to be by secret ballot or such method as the Board of Directors may determine. Should there be only one nomination for a position, correct procedure is to then conduct a YES/NO vote.
5. The Club President should then announce the result of the elections.
6. The Club Secretary should then complete the Club Officers Report Form; (PU101) supplied to them by their District and return it by the due date in mid-April.

This form is very important for Clubs and their office bearers to be identified, not only by District, but also for inclusion in the MD Directory.

7. The Incoming President should hold a "Shadow" Board Meeting prior to July, in order to present aims and objectives to the Incoming Board of Directors and to allocate positions of responsibility.

CLUB BULLETIN -

This may be produced monthly, so that members receive their copy at the regular Club meeting or other time suitable to the Club and its members. Ideally a committee is formed to research and an editor to collate and produce.

Contributions should be encouraged from all Club members. Ask them for a profile of themselves and you may be surprised.

CONTRIBUTIONS SHOULD INCLUDE

- a message from the President. This should be of an inspirational nature, perhaps on some topic of Lions or of a general nature pertinent to the Club's activities at that time
- an editorial by the editor on a subject of interest to members
- reports on Club activities, past and future
- a programme of the coming events and functions
- notice of forthcoming meetings, (Charter, Changeover, DG's visit etc) also, the names of those on duty for the next meetings for Invocation and Loyal Toast, Purposes, Ethics, clean-up

For ease of presentation, use a standard cover, which can be produced in bulk with front panel, inside front cover a list of members, partners, phone numbers, etc.

Inside back cover, Board of Directors for year, rear of cover with Invocation, Purposes and Ethics.

Some of the best bulletins use excerpts of Lions information, cartoons, and short stories. Avoid blue jokes!

Don't leave the editor to seek and research all material.

Send copies to local newspapers and public library as well as traditional Lion contacts such as District Governor, Regional Chairman, Zone Chairman, District Lioness Chairman and 333 Associate Chairman, Sponsor Lions Club, other Lioness Clubs.

To help defray the cost –

- keep your bulletin to a reasonable size if your budget is limited. Consider asking for sponsorship from local business houses. Perhaps one of them will provide photocopy free of charge
- be creative and also cost conscious
- the cost of publishing a Club bulletin can be covered by the Club's administration fund, as a regularly budgeted item, or by advertising. This latter method can not only reduce the cost, but may make a profit at the end of the year.

COMMITTEE STRUCTURE -

INTERNATIONAL UNDERSTANDING AND CO-OPERATION COMMITTEE:

This committee may provide Lionesses with a means of crossing International boundaries to help develop International relationships.

The committee should be familiar with the Lions Clubs International Foundation (LCIF) and be able to inform the Club about it as a source of helping people all over the world through Lions Clubs International.

The committee could also encourage Twinning with an overseas Lioness Club, to exchange ideas through correspondence and if possible, visiting. This committee might work with the Youth Committee in encouraging Club participation in the Lions Youth Exchange Programme, encouraging members to open their homes to young visitors and actively help in making them welcome, and also in the sponsoring of Australian youths to travel overseas.

MEMBERSHIP COMMITTEE:

The purpose of the Membership Committee is to maintain a membership level that will ensure the viability of the Club so that it may truly meet its purpose of humanitarian service. It is responsible to ensure that new members are properly sponsored by a Lioness and meet policy requirements of the Club. It presents a recommendation to the Board of Directors for approval of all applications for membership.

It also makes certain that new members are properly introduced to the Club and receive orientation that will ensure their active participation in all activities. If a member becomes inactive, it will seek to learn why and offer encouragement to re-involve the Lioness.

PUBLIC RELATIONS AND PUBLICATIONS COMMITTEE:

The function of the committee is to know the local media through which Club activities can be publicized. It is also the function of this committee to invite members of the press to special functions that merit their involvement.

In co-operation with the President, they may also contact newspaper editors, radio and television programme directors with specific ideas in mind for publicizing the Club's local activities. They may also arrange for the preparation and publication of the Club bulletin and the dissemination of all information dealing with the Club, its membership and its activities.

PROGRAMME COMMITTEE:

The Programme Chairman is the Production Manager of the Club, the architect who formulates the plans for Club programmes, producing the speakers and the entertainment.

Once appointed, the Programme Committee sees that the programmes are arranged in advance.

The committee gives advice on the kind of programmes desired, assists those who have been assigned to arrange them, checks that speakers are contacted, that they have accepted and that they will appear. It is advisable to have a good programme or two available for substitution on short notice should a scheduled programme fail to materialise.

Club attendance, interest and membership growth depend on a great deal upon the Programme Committee. Members will happily attend a Club that consistently has an interesting programme. It is easier to get new members when you have good programmes; this keeps the interest of the older members. In fact, the Programme Committee has one of the most important assignments in the Lioness Club.

It is essential that the Programme Committee work closely with the Public Relations Chairman and Bulletin Editor. They should see that they receive as far in advance as possible, information as to what the

programme will be, the speaker's name, title, and a brief biographical sketch.

CONSTITUTION AND BY-LAWS COMMITTEE:

It is the responsibility of the By-Laws Committee to present all proposed amendments of the by-laws of the Club to the Club membership, for discussion. It is the function of this committee to answer all questions from the membership regarding the interpretation of the Standard Lioness Constitution and By-Laws provisions. (refer page 29)

SOCIAL COMMITTEE:

It is the function of this committee to plan the social events of the Lioness Club. This committee would also handle matters of greetings sent to ill members or congratulations for various occasions.

FINANCE COMMITTEE:

The principal purpose of the Finance Committee is to obtain from each Officer, Committee Co-ordinator and Committee Chairmen a request for an annual budget allocation. All budgets will be prepared and presented to the Board of Directors through this committee as part of a total annual budget. The Finance Committee will prepare and submit to the President, prior to the annual meeting, a report with recommendations for improving and monitoring fiscal procedures.

Further the Finance Committee in co-operation with the Treasurer –

- is responsible for the budget of the Club
- prepares an Administrative and Activities Budget
- presents the budget to the Board of Directors and general membership for approval

- supervises the prompt collection of dues
- ensures the prompt payment of bills
- assists in formulating plans to raise money for the Club's activities
- obtains adequate insurance protection for projects, where necessary
- assists the Secretary and Treasurer with their duties
- arranges for an audit of the Club's financial records
- sees that monthly financial reports are presented to the Board of Directors and the Club (including current bank statements)
- performs any other functions in accordance with the Clubs' Constitution and By-Laws and at the request of the Club President
- holds regular meeting to review the finances of the Club.

THE PROJECT / SERVICE ACTIVITIES PLANNING COMMITTEE:

This committee would study the community to determine the social and economic needs of the area which the Lioness Club might help to meet. They would contact local leaders to help them in the study. Then they would recommend suitable service projects for the Club to undertake.

HOW TO PLAN AND CONDUCT A LIONESSE CLUB SERVICE PROJECT -

Every Lioness Club has its own character and is different in some respects from every other Club. Its community is different, as are the officials and resources available. No two Clubs would necessarily conduct the same project in exactly the same way. However, for any Club service activity, there are some fundamental

principles, most of which will apply in any case. The following are recommended as a checklist of steps to consider.

CLUB OR COMMITTEE MEETS TO DISCUSS THE PROBLEM OR NEEDS:

Determine what work is already being done by other agencies or organisations. Then determine the part that your Lioness Club should undertake. Formulate an outline of what you hope to achieve.

RELATE YOUR RESOURCES TO NEEDS:

If funds are required, how much? Are they available or how are they to be acquired? How many person hours would be needed and are enough members available to do the work? If not, who might help – Sponsor Lions Club Members, Leo Club members, other youth groups, retired citizens, local schools? Are members or other individuals needed who have special knowledge, skills, abilities?

PLAN YOUR WORK:

Develop a step-by-step plan and chart a course showing each job to be done, who is to do it, how, when and where.

WORK YOUR PLAN:

Distribute duties among members for maximum participation. Ask for advice and help from others if it is a large project. Publicise the purpose and progress of the activity to encourage wide approval and support.

EVALUATE RESULTS:

Large projects requiring long periods of time should be assessed periodically. What are we

accomplishing; have we accomplished what we set out to do? Were the resources and methods used to best advantage? If this project was to be undertaken again, what changes would be recommended? Where do we go from here and what comes next?

REPORT:

Prepare a final description of the activity and what it accomplished. Include a review of the situation, problems encountered, how the work was done, plus photographs taken frequently throughout the project. Give public recognition to all who made substantial contributions. Complete the relevant details and submit with your report to the MD Lioness Committee as your submission for the annual "Fonnie Tresise Premier Project Award". (pages 16, 39-40)

RAISING FUNDS FOR SERVICE -

CAREFUL PLANNING GAINS COMMUNITY SUPPORT:

Think through every detail of your fund-raiser before going ahead. Will it solve a need in the community, or, if the funds are meant for another cause, can you convince people that it is a good one? Do you have adequate person power for what you're about to undertake? Do you have the money to pay for any preliminary expenses associated with the project? If all the Club members believe in the project's potential for success, they will be more likely to gain the support of the community, always necessary for a profitable fund-raising venture.

AVOID CONFLICT OF DATES:

Always find out if another organisation in the community is planning to stage an affair near the time you have chosen. People are likely to be more generous if they are not asked to contribute to several causes at the same time.

REGULATIONS AND INSURANCE:

There may be postal, federal, state and provincial regulations governing games of chance. Familiarise yourself with such laws in your own state before undertaking a fund-raising project that will include such a game. If your activity will attract large audiences, check with the Lion Liaison to see if your Sponsor Lions Club carries insurance that would provide protection in such a case. For Insurance information refer to Lions Clubs Australia Newcastle, or web – www.lionsinsurance.com.au

PRIZES:

Where competitions call for prizes, or when give away items are to be used, customary prize awards are cash, medals, and items of merchandise. When such items are donated to you by local merchants, be certain that they receive proper credit for their generosity.

ADVERTISING AND PUBLICITY:

When a fund-raiser involves the general public, or even a limited segment of the public, advance advertising and publicity are a must. The most widely used and effective means of advertising are:

1. newspapers
2. placards, window displays, posters, handbills etc.
3. notification of other Lioness and Lions Clubs.
4. radio and television

Publicity in newspapers, on radio and television should be handled well in advance of the event. Press releases should give complete details, and photographs should show Club members in action. Even if the project is not a large one, it may still appeal to news columns or television and radio shows that deal with human interest stories. Do not think your project is too

insignificant to appeal to radio or television. Send full press release information and let them decide.

After the event has been held, always submit a follow-up news release to whatever sources gave you advance publicity. The community members who contributed will want to know what is being done with their money. This will assure their favourable response to your next project.

A quick checklist of fund-raising ideas is given here for your consideration:

- arrange for a lecture / seminar on some matter pertinent to the community
- have several members form an act to be given at children's party (clowns, a short play or puppet show) and hire yourselves out as amateur entertainers
- hold a special dinner or a party with a theme
- invest in a popcorn / fairy floss / doughnut / hot chip machine and work it during parades or local events. Offer the machine for hire to other organisations
- have Club members raise plants from seedlings / cuttings and then hold a garden sale
- hold a book drive and then put on a used book sale
- work up a pageant with an historical theme to be given on patriotic holidays
- divide the membership into several spring cleaning teams. Advertise and donate your "wages" to the service fund
- hire a teacher to give a class in first-aid or
- amass all the old-fashioned clothing and used furniture you can. Store it and rent it out to amateur theatre groups as costumes and props for dramatic productions. Set-up a thrift (second-hand items) shop in your local area.

SEE JUST HOW INNOVATIVE YOUR CLUB CAN BE WITH ITS FUNDRAISING.

ENSURING AT ALL TIMES THAT YOU HAVE FUN, BUILD NEW AND EXISTING FRIENDSHIPS AND ENJOY THE FELLOWSHIP WITH YOUR LIONESSE MEMBERS.

TRANSFER OF MEMBERSHIP FROM ONE CLUB TO ANOTHER -

When a Lioness wishes to become a member of a different Lioness Club, the procedure is as follows:

The "Transfer Form" (Page 43) to be completed and signed by the Secretary of the Club from which the member is transferring. The form contains personal details of the member requesting the transfer. The present Club recommends acceptance of the member in the other Lioness Club. The original is forwarded to the new Club with copies to the member, District Lioness Chairman and the Club files.

Acceptance of the transferring member is then the decision of the other Lioness Club. This procedure should be relatively simple, since it stands to reason that a Lioness Club should be happy to receive into its membership, a Lioness in good standing who comes with the recommendation of this prior Club.

A Lioness Club member leaves the first Lioness Club to become a member of the second Lioness Club, carrying all accumulated membership and anniversary time towards any awards being worked for, as long as the transition is made within six months of leaving the first Club. If a time period of longer than six months elapses, the Lioness in question would lose the time accumulated for awards, and would have to start over again working towards another year award.

MEMBERSHIP RETENTION -

Membership retention is one of the most challenging aspects of running a successful Lioness Club. The job is both important and continuous. It includes the successful addition of new members, and just as important, keeping the regular members interested and participating in the Club. The Club officers and the Membership Committee have a constant and vital function.

If you enlarge upon these seven basic principles, your Club should enjoy a satisfied and involved membership –

1. insist upon a dignified and impressive induction ceremony for new members (pages 26-28)
2. impress the new member with the history, objectives, accomplishments of Lions Clubs International and your Lioness Club. It will give a sense of place in a worldwide organisation
3. refresh, at frequent intervals, the enthusiasm of your regular members. A short talk on some aspects of Lions International by an active member at meetings will help
4. praise and recognition of members' efforts will stimulate the Club to further action. This is why publicity is so important
5. do not delay in assigning new members to committees. A busy, interested member seldom drops out. Be generous in your response to the new member's efforts
6. appoint "greeters" and insist that your officers and members make a personal effort to make guests and new members feel at home. Plan good fellowship gestures and get-

acquainted ideas requiring the active participation of the new member

7. keep the entire Club active. Participation in a continuing programme of welfare and community projects, activities and programmes will give new members a sense of accomplishment, fellowship, importance and pride in their Club.

FONNIE TRESISE PREMIER PROJECT -

Every year, one outstanding Lioness Club Project will be recognized for its exemplary humanitarian service.

The award, a banner patch, will be presented to the winning Club at the MD201 Convention each year.

For eligibility requirements, application procedure and award criteria please refer to Pages 39-40.

LIONESSE PLEDGE –

We Lionesses pledge our cooperation with our sponsoring Lions Club in carrying out service programmes and activities.

We welcome community minded people into our membership

We unite in friendship, fellowship and mutual understanding.

We uphold the Purposes and Ethics of Lions Clubs International.

LIFE MEMBERSHIP –
(inserted / amended July 2011)

A Lioness member may be granted Life Membership in their Club on the decision of the Club. It is the Lioness Club members who have that choice.

The Lioness Club members decide how to acknowledge the Life Membership award. e.g. certificate, plaque, jewellery, etc.,

Club may / may not charge whatever dues they think proper and relevant to each individual Life Member.

A Life Member who desires to relocate and receives an invitation to join another Lioness Club automatically becomes a Life Member of that Lioness Club. (Please include title LIFE MEMBER on the Transfer Form Page 43)

The relocated Life member also accepts the new Lioness Clubs ruling re financial payment of dues.

**MULTIPLE DISTRICT
LIONESS LOGO –**



THE OFFICIAL REGISTERED
LIONESS LOGOS **MUST NOT** BE
ALTERED IN ANY SHAPE OR FORM.

LIONESS LOGO -



The emblem of the Lioness Club Programme and of each Club shall be a script form capital letter “L” with the Association emblem in the centre of the stem of the letter “L” and the phrase “**Lioness Club**” in print across the bottom leg of the letter “L”.

**MD201 LIONESS
MEMBERSHIP KEY AWARDS**

(Page inserted / amended July 2011)

Membership Key Awards acknowledge the importance of effective recruitment in membership growth by recognizing the number of new members a Lioness has sponsored.

“REWARD THE EFFORT”
“WE SAY THANK YOU”.

ELIGIBILITY FOR KEY AWARD:

1. To commence as at **1 July 2011**.
2. A new member must remain a Lioness for a year and a day, before the name may be used as a credit toward a key, except, where the sponsored member resigns before the expiration of a year and a day.
3. Charter, transfer and reinstated members cannot be used as a credit for a key.
4. Only one person per new member can receive credit for a key.
5. No sponsor shall receive more than one key of the same type.
6. Keys are awarded when a Lioness has sponsored 2, 5, 10, 15, 20, 25, 50, 75, 100, 150, 200 etc., up to 500 new members.

SPONSOR’S CHOICE:

The individual Lioness Sponsor has the right to choose if they wish to be part of / or / not to be part of the LIONESS MEMBERSHIP KEY AWARD.

If they wish to be part of the Awards - the Lioness Sponsor will be asked to cooperate in all aspects and work with the procedure set by the MD Lioness Committee.

PROCEDURE:

1. The “PROPOSAL FOR MEMBERSHIP” Application form will be used to register the Sponsor and the new member details.
 - 1.1 It is the Lioness Sponsor’s responsibility to completely fill-out the “PROPOSAL FOR MEMBERSHIP” form, including all names, addresses, signature and date/s.
 - 1.2 It is the Lioness Sponsor’s responsibility to copy the completed “PROPOSAL FOR MEMBERSHIP” form, before handing it to the Secretary of the Lioness Club.
 - 1.3 It is the Lioness Sponsor’s responsibility to mail / email the copy of the completed “PROPOSAL FOR MEMBERSHIP” form to the relevant State MD Lioness Committee Representative.
2. The “LIONESS CLUB MONTHLY REPORT” M&A will also be used to register the date the prospective new member was inducted as a new member into the Lioness Club.
 - 2.1. It is the Club Secretary’s responsibility to completely fill-out the details in M & A Section –
 - (A) NEW MEMBERS ADDED
 - (C) TRANSFERS ACCEPTED IN TRANSFERS OUT
 - (D) LOST MEMBERS(refer above to Eligibility No 2)
 - 2.2. It is the Club Secretary’s responsibility to include the exact date (if different from meeting date) when a member is either inducted as new, transfer/ lost.
3. MD Lioness Committee Chairman will automatically forward the Membership Award Pin with relevant key to individual Lioness Sponsor Member via the Lioness club address.

MD 201 LIONESS PROGRAMME – ORGANISATIONAL CHART

LIONESS CLUB LIONESS MEMBERS

CLUB OFFICE BEARERS Elections to be held - February / March. Form PU101 to be forwarded to District Cabinet Secretary mid-April	CLUB SECRETARY to complete the Lioness Members and Activities Monthly Report (refer page 38) and forward to the District Lioness Chairman by 20 th of the month.	FONNIE TRESISE AWARD – Application form (refer page 42) to be completed and forwarded to District Lioness Chairman by 28 th February
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** Please note – if District has no appointed District Lioness Officer – all reports to be forwarded to District Representative, Multiple District Lioness Committee (refer below)

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DISTRICT LIONESS CHAIRMAN

This position varies within Districts by titles and responsibilities e.g., Chairman, Associates, Chairperson, Liaison, etc.,

Can be a Cabinet or Non-Cabinet position. The District Governor can offer Cabinet voting rights.

ASSISTANCE – The Multiple District Lioness Committee Chairman and the 4 State / District representatives are readily available via telephone or email.

Lioness Club Monthly Reports - - to be collated - The Quarterly District Report to be forwarded to the relevant Multiple District State Representative	District Conventions – may have a Lioness Display. Lioness Forum can also be organised.	Incoming Officers School - at the discretion of the District Governor
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MULTIPLE DISTRICT LIONESS COMMITTEE

CHAIRMAN - 1

- Providing reports and holding meetings with the relevant MD National Coordinator and the MD Lioness committee members.
- Responsible to Council, through the relevant MD Committee for the efficient management of the Lioness Committee.
- Organising the Lioness Function, Lioness Display, Lioness Forum and final judging of Fonnies Tresise Award at MD Lions Convention.

STATE / DISTRICT REPRESENTATIVES – 4

Districts C & W (South Aust, Northern Territory, West Aust)	District N (New South Wales)	District Q (Queensland Northern New South Wales, Norfolk Island, Papua New Guinea)	Districts V & T (Victoria, Tasmania)
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KINGS LIONESS COORDINATOR – 1 (MAY 2014)

**MULTIPLE DISTRICT
NATIONAL CO-ORDINATOR
COUNCIL CHAIRMAN**

INSTALLATION OF CLUB OFFICERS

INSTALLING OFFICER

It is my privilege and pleasure to be with you today and to install the officers of this Lioness Club for the coming year. The fact that they have been elected by the members of their Club bears witness to the trust placed in them.

In accord, I too am confident that they can be depended upon to serve their Lioness Club and the humanitarian goals of Lions Clubs International to the best of their abilities.

At this time, I would like to call each officer to the dais and briefly outline the duties of that office, so that everyone will fully understand the role they will play in the Club.

(The Lioness Tamer is asked to step forward)

INSTALLATION OF LIONESSE TAMER

Lioness you have been elected to serve in the role of Lioness Tamer. As such, you will be in charge of the Lioness Club's property, and will be certain that the flags, gong, gavel and banners are properly displayed. You will see that those in attendance are properly seated. Will you perform these duties to the best of your ability?

LIONESSE TAMER: *"I WILL"*

(The Tail Twister is asked to step forward)

INSTALLATION OF TAIL TWISTER

Lioness as Tail Twister of the Club you will try to keep harmony among the members, remembering fining is for fun and not funds. Will you perform this duty to the best of your ability?

TAIL TWISTER: *"I WILL"*

(The Directors are asked to step forward)

INSTALLATION OF LIONESSE CLUB DIRECTORS

Lionesses you have been elected to the important positions of directors, and as such, you will assist forming and implementing the policies that will determine the future of your Club. You will faithfully attend the regular and special meetings of your Club and will put forth your best efforts to direct the progress of your Lioness Club. Will you perform these duties to the best of your abilities?

LIONESSE CLUB DIRECTORS: *"I WILL"*

(The Vice-Presidents are asked to step forward.)

INSTALLATION OF VICE PRESIDENTS

Lionesses you have been elected to the positions of Third Vice President, Second Vice President and First Vice President. In your positions you will co operate with the other officers and directors of your Club in forming the policies that will guide your Club and its members. Additionally, each of you will oversee the function of committees whose performance is vital to the Lioness Club. You will motivate the Lioness membership to become active in all Club affairs. Furthermore, you, in order of your office and presence, will substitute for the President absent from any Club or Board of Directors Meeting.

Will you as Vice Presidents, perform these duties to the best of your abilities?

VICE PRESIDENTS: *"I WILL"*

(The Secretary is asked to step forward)

INSTALLATION OF SECRETARY

Lioness you have been elected to serve your Club as Secretary; one of the most important officers in your Club. You are the President's closest assistant. You will receive many important communications, and it is your duty to see that your Board of Directors and your Club receive those which require their attention. You shall keep the general Club records, including minutes of the Club and Board Meetings, committee appointments, officers list, attendance records and a roster of members. In addition, you shall submit regular monthly Project and Activity Reports to District Governor, District Lioness Chairman, Zone Chairman and Sponsoring Lions Club. You shall report to the Board the name of all members who have absented themselves beyond the attendance requirement provided in the Club's Constitution and By-Laws.

Will you, as Secretary, perform these duties to the best of your abilities?

SECRETARY: *"I WILL"*

(The Treasurer is asked to step forward)

INSTALLATION OF TREASURER

Lioness you have been elected to serve your Club as Treasurer. You will be custodian of all Club funds, depositing them in such bank or banks as are designated by your Board of Directors. You will assist the Finance Committee in preparing a budget and such financial statements as may be necessary. You will disburse funds only upon direction of the Board of Directors. You shall collect from all members and others, all monies due to the Club. You shall furnish financial statements as requested to the Board of Directors, to the Lioness Club membership and to your sponsoring Lions Club. You shall report to the Board the name of any member in arrears in payment of dues.

Will you, as Treasurer, perform these duties to the best of your ability?

TREASURER: *"I WILL"*

(The President is asked to step forward)

INSTALLATION OF PRESIDENT

Lioness you have been elected to the office of President of your Club. You are its Chief Executive Officer, and will preside at all meetings of your Club and regular and special meetings of your Board of Directors. You will in accordance with the Standard Lioness Constitution, appoint committees, necessary to the functioning of your Club, and act as an ex-officio member of each of these committees. With the assistance of your Vice-Presidents, you shall see that these committees function. You will maintain contact with the Lioness Club Liaison, to co ordinate the activities of your Club with those of the Sponsor Lions Club.

In addition, you shall serve as an example of spirit and dedication for the Lioness Club members, and you shall show each member that you care about their participation in the Club and the unique talents each has to offer in the service of others through your Lioness Club.

Will you, as President, perform these duties to the best of your ability?

PRESIDENT: *"I WILL"*

The Installing Officer will then give the address to Lioness Officers and Directors as stated in the text and go on to conclude the ceremony.

INSTALLING OFFICER

Lioness Officers and Directors, the policies and the achievements of the Lioness Club will depend largely upon your actions. I ask you now, will you individually and collectively promise to stand by your Club, live with it and work with it, and give as much of your time and effort as is necessary to properly perform your official duties?

LIONESS OFFICER AND DIRECTORS: *"I WILL"*.

INSTALLING OFFICER TO LIONESS MEMBERS

Will all the Lioness Club members please rise? You have entrusted these Lionesses with the responsibilities of your Club for the coming year and they have pledged themselves to perform their duties to the best of their abilities.

For them to succeed, and in turn, for your Lioness Club to succeed, the officers and directors, and your Club must have the fullest support of each and every one of you.

Lionesses, I now ask you, will you faithfully assist the leaders of your Club, and will you give yourselves, actively and unselfishly, so that your Club will prosper and so that the goals for which it strives will be met?

LIONESS CLUB MEMBERS: *"I WILL"*

INSTALLING OFFICER

"It is my pleasure to declare these Lionesses duly installed into the respective offices to which they have been elected.

Lioness, may you all enjoy a year in which friendship and fellowship will flourish. And may your every effort to assist the needy be fruitful."

(The Immediate Past President is asked to step forward)

INSTALLATION OF IMMEDIATE PAST PRESIDENT:

INSTALLING OFFICER:

"Lioness you have served your Club well during your Presidency, and the membership still has need of your knowledge and leadership. You will serve as a member of the Lioness Club of Board of Directors, and you will lend assistance to the incoming President, providing records and reports, and sharing what you have learnt in your Presidency. You will continue to exercise the same concern for the involvement of all Lionesses in Club activities, as you did during your term of office. Will you perform these duties to the best of your ability?"

IMMEDIATE PAST PRESIDENT: *"I WILL"*

IMMEDIATE PAST PRESIDENT

"Lionesses, I wish to thank you sincerely for the help and support you have given me throughout my term as President. I ask that you honour my successor with as much affection and assistance.

(Approaches incoming President)

Lioness President please accept this gavel with my best wishes for a successful year. I will do my best to assist you in every way."

The new President in turn, pins the Past President's pin onto the lapel of the Immediate Past President.

SHORT INSTALLATION CEREMONY

INSTALLATION OFFICER

“It gives me great pleasure to be with you tonight and to install the officers of the Lioness Club of for the coming year. The fact that they have been elected by the membership of their Club bears witness to the trust placed in them. I too, am confident that they will serve their Club to the best of their ability.

At this time I would like to call upon the Vice Presidents, Tail Twister, Lioness Tamer and Directors to step forward.

Lionesses, you have been elected to serve in the roles of Vice President, Tail Twister, Lioness Tamer and Directors. As such, will you perform these duties to the best of your ability?”

VICE PRESIDENTS, TAIL TWISTER, LIONESS TAMER AND DIRECTORS: *I WILL*”

“Would the Secretary and Treasurer please step forward?”

Lionesses, you have been elected to serve your Club as Secretary and Treasurer, two of the most important officers in your Club. You are the President’s closest assistants. You will perform your duties to assist the President in the general running of your Club, keep records as are necessary to your position and pass on information as appropriate, to the membership of your Club.

Will you, as Secretary and Treasurer, perform these duties to the best of your ability?”

SECRETARY AND TREASURER: *“I WILL”*

“Would the President please step forward?”

Lioness you have been elected to the office of President of your Club. You are its chief executive officer and will preside at all meetings of your Club. You will oversee all activities of your Club and maintain contact with the Liaison Officer of your Sponsoring Lions Club.

Will you as President, perform these duties to the best of your ability?”

PRESIDENT: *“I WILL”*

Installing Officer then hands the gavel to the President: "Please accept this gavel as a symbol of your office."

"Lioness Club Officers, the policies and achievements of the Lioness Club of Will depend largely upon your actions. I ask you now, will you individually and collectively promise to stand by your Club, live with it and work with it, and give it as much of your time as is necessary to perform your official duties?"

LIONESS CLUB OFFICERS: "I WILL"

"Will all members of the Lioness Club of please rise.

Lioness Club members, you have entrusted these Lionesses with the responsibility of your Club for the coming year and they have pledged themselves to perform their duties to the best of their ability.

Lionesses, I now ask you, will you faithfully assist the leaders of your Club, and will you give yourselves actively, unselfishly, so that your Club will prosper and so that the noble goals for which it strives will be met?"

LIONESS CLUB MEMBERS: "I WILL"

"It is my great pleasure to declare these Lionesses duly installed into the respective offices to which they have been elected. Lionesses, may you all enjoy a year in which friendship and fellowship will flourish; and may your every effort to assist the needy be fruitful."

INDUCTION CEREMONY FOR NEW MEMBER

The Induction Ceremony is the impressive occasion in which the new member is given membership in your Lioness Club, and thereby becomes associated with Lions Clubs International. A new member's induction should be carried out before the full membership of the Club. The ceremony may be made a part of a regular meeting or can be at a specially organised evening.

The degree of formality of the ceremony depends upon the wishes of the individual Club. An example - some Lioness Clubs place a candle before each member and this candle is lit when the ceremony begins. A spare, unlit candle is placed in front of the President. As the new member receives their emblem, the spare candle is lit to symbolise membership.

Be sure the Sponsor Lioness is seated with the new member. When the time for the ceremony is at hand, the President may call the meeting to order with these words:

"We are about to begin the Induction Ceremony which will welcome into the fellowship of the Lioness Club..... This is a most important occasion, for this new member and for our Club.
I ask the Sponsoring Lioness and the new member to come forward."

The President continues, "On behalf of the officers and members of the Lioness Club of.....I express to you our pleasure and pride at your presence here at this meeting. You have been invited to become a member of our Club, and we are all happy and proud that you have accepted our invitation.

You are about to become a member of a Club that is part of the largest service Club organisation in the world, with members in all corners of the world. All of us believe that your membership will be beneficial to our Club and to Lions Clubs International.

(OPTION: Many Clubs at this point, ask the Sponsoring Lioness to read the Sponsor Pledge – please refer next page for details)

Through our Club and Lions Clubs International, people who care about human need are banded together to do things which you and I cannot do as individuals. Lioness membership is a medium through which persons of goodwill can serve their community. As you become involved in the humanitarian services that Lions and Lionesses perform, you will discover the great satisfaction that comes from a share in our effort.

You have seen how Lions Clubs and Lioness Clubs serve their communities and people who are blind, sick, stricken and handicapped. This work would not be possible unless men and women were willing to give their time and effort to the cause. We ask you to actively participate in our co-operative effort, in which every member shares, so that the burden of less fortunate people will not be so heavy.

I can tell you that the rewards of Lioness Club membership are great. You will enjoy fellowship and friendship. You will learn about the problems of others, and lighten your own by sharing their's.

You will be warmed by the thanks of the people you help. You will learn the fun of working with others. Above all, you will find in your Lioness Club, a medium through which you, a good citizen, can express to others the goodwill which is in your heart.

You know what Lions Clubs International is trying to do in the service of others. You also know what is expected of you as a member of our Club.

I now ask you:

Do you desire to become a member of the Lioness Club of.....?

I now ask that you repeat after me:

"I do hereby accept membership in the Lioness Club of.....knowing that such membership obligates me to participate in functions of the Club. To the best of my ability, I will attend meetings regularly, accept such assignments as are given me and contribute my share to the programme of my Club, my Sponsoring Lions Club and Lions Clubs International."

You are now a member of the Lioness Club of..... Your Lioness sponsor will now affix your pin, which signifies this membership.

Lioness.....wear this emblem with joy and pride. Let me congratulate you and welcome you into our Club. On behalf of our membership, I present you with this New Member Kit.

And now, every member present in this room who is proud and happy to have you as a member of our Club, I ask you to make welcome in the usual way.

LIONESSE SPONSOR PLEDGE

INDUCTING OFFICER TO THE SPONSOR - Lioness thank you and congratulations on taking on this important task of sponsoring a new member to your Club.

Sponsoring a new member means helping the Club maintain its vitality with new outlooks and new enthusiasm. Being a sponsor demands certain additional responsibilities.

Lioness would you please read the "LIONESSE SPONSOR PLEDGE" to the members in attendance.

I PLEDGE TO ACCEPT THE FOLLOWING RESPONSIBILITIES –

- ENSURE THE NEW MEMBER FEELS WELCOME AND BECOMES ACQUAINTED WITH THE OTHER MEMBERS OF THE CLUB;
- TO ASSIST IN THE ON-GOING INSTRUCTION AND ORIENTATION OF THE NEW MEMBER IN THE ACTIVITIES OF THE CLUB;
- TO PROVIDE COUNSEL TO THE NEW MEMBER AND ANSWER ALL QUESTIONS SHE / HE MAY HAVE ABOUT HER / HIS PARTICIPATION IN THE CLUB'S ACTIVITIES.

SHORT INDUCTION CEREMONY

INTRODUCTION

A Lioness Club is a group of service minded men and women who are bonded together in the name of Lions Clubs International. Today we form part of the largest service Club organisation in the world. To be a member of a Lioness Club is to take a pledge to devote time and effort to assist those less fortunate than ourselves, through the Club's programme of community service.

There is an obligation upon every member to do his or her part in making the Club strong, active and useful; to attend meetings regularly; to accept responsibilities as are given, and to volunteer willingly for extra duties. He or she undertakes to support Club activities and social affairs which will help develop the friendships which Lioness Clubs offer.

Finally, a good Lioness displays their pride of membership by wearing the Lioness emblem with pride. A lioness gets out of their association with their Club in proportion to what she or he puts into it.

INDUCTION:

PRESIDENT / INDUCTION OFFICER:

Do you knowing what is expected of you as a member of a Lioness Club, wish to become a member of the Lioness Club of

Membership of a Lioness Club is a privilege. You are about to become a member of the world's largest and most active service Club organisation.

Please repeat after me -

I do hereby accept membership in the Lioness Club of knowing that such membership obligates me to participate in all functions of the Club. To the best of my ability I will; abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given me, and contribute my share to the programme of my Club, my district and Lions Clubs International.

PRESIDENT / INDUCTION OFFICER:

You are now a member of the Lioness Club of Your sponsor will place upon your lapel, the Lioness emblem which signifies your membership.

Sponsor pins on Lioness pin. The President / Induction Officer presents the New Members Kit.

Lioness let me congratulate you and welcome you to the greatest of all service organisations. The motto of Lions Clubs International is "We Serve". You will discover as you progress, the great satisfaction that comes from a share in our efforts.

Lioness Club members, please welcome our new Lioness in the usual fashion.

**STANDARD FORM
LIONESSE CLUBS CONSTITUTION AND BY-LAWS**

**ARTICLE 1
NAME**

The name of this Organisation is the Lioness Club of _____

**ARTICLE 11
PURPOSE**

The purposes of this Club shall be:

- 1 To co-operate with the Sponsoring Lions Club.
- 2 To provide Community Service opportunities for individuals under the jurisdiction of the Sponsoring Lions Club.
- 3 To unite its Membership in Friendship, Fellowship and Mutual Understanding.

**ARTICLE 111
SPONSORSHIP**

- 1 This Club is sponsored by the Lions Club of _____ and its operations shall be and are subject to the jurisdiction and supervision of the said Lions Club. Such jurisdiction control and supervision shall be exercised in a manner which will promote the best interests of the Lioness Club Programme.
- 2 This Club acknowledges that the name "Lioness" and the Lioness Emblem are the Copyright of the International Association of Lions Clubs, and that the authority of the Association is required for the use of the Lioness Name and Emblem.
- 3 This Lioness Club acknowledges that no group or organisation shall be entitled to recognition as a Lioness Club unless there is sponsorship by a Lions Club.

**ARTICLE 1V
PROJECTS**

- 1 Subject to the provisions of Article 111, this Club may plan and implement Service Projects within the Community in addition to those Projects of the Sponsoring Lions Club to which it lends support and co-operation.
- 2 Community Services of this Club shall be financed primarily through Public Fund-raising Projects. Direct costs of any such Project may be paid from funds so raised, but no portion of the nett income realised in any Public Fund-raising Project shall be used to finance any Administrative expense of this Club or to directly or indirectly benefit this Club or any member thereof. The Sponsoring Lions Club may direct this Lioness Club as to the expenditure of nett income, provided that the Lioness Club may make recommendations to its Sponsoring Club as to its views concerning expenditure of the nett income.

**ARTICLE V
MEMBERSHIP**

- 1 Membership in this Club shall be granted to any Person who is of Legal Majority, of Good Moral Character and with Good Reputation in the Community, who, upon Sponsorship by a Member of this Club and approval of the Club Board of Directors, receives and accepts a written invitation to join and pays the then required fees of this Club.
- 2 Classes of Membership:
 - (a) Membership in this Club shall be Active and such other classes as the By-Laws of this Club may provide.
 - (b) Members of all Classes shall be included in total Membership count for purposes of Annual Levy.
- 3 Termination: Membership in this Club shall cease and terminate upon:
 - (a) Acceptance by the Club's Board of Directors of a written resignation PROVIDED THAT the Board may with hold acceptance of any resignation until all indebtedness has been paid, all Club Funds and Property have been returned, and the right to use the Club Name, Emblem and other insignia has been surrendered.
 - or (b) Termination of existence of this Club as provided in Article XV.
 - or (c) A vote therefore at a Regular or Special Meeting of no less than two thirds (2/3) of the entire Membership of this Club in Good Standing at the time of such vote.
 - or (d) A vote therefore of no less than two-thirds (2/3) of all Members of this Club's Board of Directors.
 - or (e) A vote therefore of the Board of Directors of the Sponsoring Lions Club.

**ARTICLE V1
MEETINGS**

- 1 Club Meetings
 - (a) Regular Business Meetings of this Club shall be held at such times and places as set forth in the By-Laws.
 - (b) The Club President may at any time, and upon written request by no less than twenty-five percent (25%) of the Members in Good Standing, call a Special Meeting of the Club. Such call may be given verbally or in writing, but it shall be given to each Member in Good Standing and shall designate a time and place reasonably convenient to a majority of the Members in Good Standing and state generally the purpose of such Meeting. Such notice, if written, shall be considered as given when deposited in the mail and addressed to each Member at the address as shown in the Club Records at the time of mailing.

- (c) Quorum: The presence in person of a Majority of the Members in Good Standing shall be necessary for a Quorum at any Regular or Special Meeting of this Club.

2 Board of Directors Meetings

- (a) Regular Business Meetings of the Board of Directors shall be held at times and places as provided in the By-Laws.
- (b) The President may at any time call, and upon the written request of any three (3) Members of the Board shall call a Special Meeting of the Board. Such call may be given verbally or in writing, but it shall be given to every Member thereof, and shall designate a time and place reasonably convenient to a majority of such Members and set forth generally the purpose of such Meeting. Such a notice, if written, shall be considered as given when deposited in the mail and addressed to the Member at the address shown on the Club Records at the time of mailing.
- (c) The presence in person of the President or Vice-President and any three (3) other Members of the Board shall be necessary for a Quorum at any Regular or Special Meeting of the Board.
- (d) Any Member of this Club in Good Standing shall have the right to attend any Regular or Special Meeting of the Board of Directors, but no such Member may speak at any Board Meeting except by consent of the Board.

ARTICLE V11 OFFICERS

- 1 The Officers of this Club shall be a President, Vice-President, Secretary and Treasurer and such others as may be provided in the By-Laws. Each Officer shall be a Member in Good Standing, take Office on July 1 following the election and serve for a term of one (1) year or until a successor has been elected and qualified. No Member may hold two (2) Offices simultaneously.
- 2 Unless specifically provided otherwise in this Constitution, the duties of the President and Secretary shall be those described to their respective positions of Office in Joske's "Law and Procedure at Meetings in Australia".

ARTICLE V111 BOARD OF DIRECTORS
--

Subject to the provisions of Article 111:

- 1 The control and supervision of the Business and Affairs of this Club shall rest in the Board of Directors comprising all Officers of the Club and three (3) Directors elected by the Members of the Club.

- 2 Unless rescinded or modified by the Board itself, decisions of the Board of Directors shall be effective for all purposes unless and until reversed or modified by a vote of two-thirds (2/3) of the Members of this Club in Good Standing at the time of the vote.
- 3 The Board of Directors shall have general control over all Committees and Officers may over-ride the decision or action of any Officer, and for good cause, may declare any Office vacant and appoint a Member in Good Standing to fill any unexpired term thereof.
- 4 The Board of Directors shall present an Annual Report of its operations to the Club Membership and to the Sponsoring Lions Club.

<p>ARTICLE 1X ELECTIONS</p>
--

- 1 Election of Officers and Directors shall be held annually, at a Meeting specified in the Club By-Laws. No more than a majority of the votes cast for any Office or Directorship shall be necessary for election thereto.
- 2 The names of Elected Officers to be notified to Cabinet Secretary before 15th April.

<p>ARTICLE X COMMITTEES</p>
--

The By-Laws shall provide for Constitution any By-Laws, Finance, Project and such other Standing Committees as may be deemed necessary for the Administration of the Club. The President, with the approval of the Board, may appoint such Special Committees as deemed necessary from time to time.

<p>ARTICLE X1 FEES AND DUES</p>
--

- 1 In addition to the minimum entrance fee of \$_____ per New Member, this Club shall charge such additional fees and dues as shall be necessary from time to time to meet the Administrative costs of this Club and as are specified in the By-Laws.
- 2 Any Member who shall owe this Club any monetary obligation at the time of any vote at any Regular or Special Meeting, or at any other time at which the question of Good Standing is raised, shall automatically forfeit the right of voting by virtue thereof and be considered for all purposes as not in Good Standing so long as the obligation remains unpaid.

<p>ARTICLE X11 MEMBERSHIP AGREEMENT</p>
--

By Accepting Membership herein, each Member of the Club agrees to uphold, and be bound by, the provisions of the Constitution and By-Laws of this Club, and such Policies as applied by the International Association of Lions Clubs, the MD201 Council or by the District Governor and Cabinet which administers this Club's District.

**ARTICLE X111
BY LAWS**

The Board of Directors of this Club shall prepare and present, and a majority of the Members in Good Standing of this Club shall adopt, at a Regular or Special Meeting, such By-Laws as are deemed necessary to the efficient operation of this Club, PROVIDED however, that all such By-Laws shall be consistent with the provisions of this Constitution. Any By-Laws or Amendments thereto, which shall contravene any provision of this Constitution or any Policy of the International Association of Lions Clubs or any of such additional regulations which may be applied by the Multiple District 201 Council of Lions Club International and/or the District Governor and his Cabinet of District 201 shall be null and void and of no effect.

**ARTICLE X1V
EMBLEM**

- 1 The Emblem of this Club shall be:



Such Emblem shall remain the sole property of the International Association of Lions Clubs and shall be the Emblem of the Club and Members thereof only so long as the Certificate of Recognition of this Club has not been revoked by the International Association of Lions Clubs.

- 2 The entitlement of each Member of this Club to wear or otherwise display the same in a dignified and appropriate manner shall automatically cease upon termination of membership or the existence of this Club.

**ARTICLE XV
DURATION**

This Club shall cease to exist upon the occurrence of any of the following:

- 1 Vote of this Club to terminate by two thirds (2/3) majority of all Members in Good Standing at a Special Meeting called for by the Secretary for the sole purpose of discussing such termination. All Club Members having received 14 days clear notice in writing of such Meeting. The Notice shall state clearly the date, time, location and Order of Business of said Meeting.
- 2 (a) Receipt by any Officer of this Club of written notice of Withdrawal of Sponsorship by the Lions Club of _____ accompanied by written confirmation under the hand of the District Governor or Cabinet Secretary of the Lions District in which the said Lions Club is situated that such Withdrawal of Sponsorship has been endorsed by a resolution of the Cabinet of such Lions District. *(Amended February 2010)*

(b) For the purposes of the last Sub-Clause no such resolution by a District Cabinet shall be submitted for consideration until not less than 14 days written notice thereof has been forwarded by the District Governor or Cabinet Secretary to the Club the sponsorship of which is proposed to be withdrawn. The Club shall be deemed to have the right to be represented by an Officer of the Club at the time when the resolution proposing the endorsement of the withdrawal of sponsorship is considered by the District Cabinet and such Officer may, with the prior approval of the District Governor, address Cabinet prior to the resolution being voted upon. *(Amended February 2010)*

- 3 Receipt by any Officer of this Club of written notice of Revocation of the Certificate of Recognition of this Club by the International Association of Lions Clubs.

**ARTICLE XV1
PARLIAMENTARY AUTHORITY**

Unless specifically provided in this Constitution, all questions of Procedure in the Operations of this Club shall be governed by Joske's "Law and Procedure at Meetings in Australia".

**ARTICLE XV11
AMENDMENTS**

This Constitution may be amended only by action of the Regulations of the International Association of Lions Clubs, the Multiple District 201 Council of Lions Club International and the District Governor and his Cabinet of District and all amendments adopted by such bodies shall automatically amend and become provisions of this Constitution. M.D. Lioness Committee shall be advised of these amendments and provisions.

ARTICLE XV111

The Fiscal Year of this Club shall run from July 1 to June 30.

Article XV DURATION – Clause 2 (a) and Clause 2 (b) amended February 2010

LIONESS CLUB BY-LAWS

By-Laws of the Lioness Club of _____

ARTICLE 1 ELECTIONS

- 1 Election of officers and Directors of this Club shall be held annually prior to April 15th. Those elected shall take office on July 1 following their elections.
- 2 Nominations of Officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot or such other method as the Board of Directors shall determine. Those candidates receiving a majority of the votes cast the members present and in good standing shall be elected.

ARTICLE 11 FEES AND DUES

- 1 Each new member shall pay an entrance fee of \$ _____
- 2 Each Active member shall pay annual dues of such amount as shall be determined by the Board of Directors from year to year.

ARTICLE 111 COMMITTEES

The President, with the approval of the Board of Directors, shall appoint the following Standing Committees:

- 1 Constitution and By-Laws: This Committee shall be responsible for reporting any violations of the Constitution and By-Laws of this Club to the Board of Directors and for study and recommendation to the Club Members of any needed or proposed amendments to the Club By-Laws.
- 2 Finance: This Committee shall be responsible for determining ways and means of financing any and all Club Operations and Projects.
- 3 Project: This Committee shall be responsible for initiation and implementation of Club Community Projects.
- 4 No Committee of this Club shall implement a Project until the plans for the particular Project have been approved by the Board of Directors at a duly constituted Board Meeting.
- 5 A Liaison Lion, appointed by mutual consent of this Club and Sponsor Club, shall be responsible for reporting Lioness Club Projects to Lions Club Board.

**ARTICLE IV
AMENDMENTS**

- 1 These By-Laws may be amended at any Regular or Special Meeting of this Club but only upon the affirmative vote of a majority of all members present in good standing, PROVIDED:
 - (a) Notice of the respective Amendment or Amendments and the Meeting at which such amending vote is to be taken is given at least (14) fourteen days prior thereto at a Regular Meeting at which a Quorum is present.
 - and (b) Such Amendment or Amendments be approved by the Board of the Sponsoring Lions Club.
- 2 Any provision of these By-Laws which conflicts with the Constitution of this Club shall be null and void and of no force or effect.

~~~~~

**LIONESSE CLUB INVOCATIONS**

For good food, good fellowship and the privilege to serve others,  
we give thanks.

As we Lionesses gather here, we pause to offer up this prayer  
Bless now this food that we partake, and every effort that we make  
to build the towns in which we live, and put it in our hearts  
to give to worthy causes, bless the blind and all we do to serve mankind  
Be with us till we meet again, and bless our land and our homes. Amen

In this our dinner prayer - we thank you Lord for the food we share,  
As Lionesses we ask - your blessing on whatever task  
May help those in our community - who are not as fortunate as we.  
Bless those we serve and bless us too - in all we strive and aim to do.

## PROPOSAL FOR MEMBERSHIP

The following person has been proposed for membership of the Lioness Club of  
 ..... sponsored by the Lions Club of .....  
 a part of the International Association of Lions Clubs. District 201.....

|                                        |                                 |
|----------------------------------------|---------------------------------|
| Name .....                             | Birth date .....                |
| Address .....                          | Phone.....(H)                   |
| .....                                  | .....(B)                        |
| ..... Post Code .....                  | ..... (Fax/Mob)                 |
| .....                                  | .....(email)                    |
| Partners Name .....                    | Is he/she a Lion/Lioness? ..... |
| Occupation .....                       |                                 |
| Sponsors Name .....                    | Signed .....                    |
|                                        | Date .....                      |
| Approval:<br>Membership Chairman ..... | Date .....                      |

Acceptance:

Recognising the importance of humanitarian service in co-operation with my Lioness Club and our Sponsor Lions Club, and realising the opportunity afforded me to enjoy the fellowship of my Club, I hereby accept the full responsibilities of membership in the Lioness Club of .....

Signed ..... Date .....

My hobbies and special interests are .....

.....



## LIONESS CLUB MONTHLY REPORT

CLUB..... DISTRICT 201.....

ADDRESS.....

SECRETARY.....MONTH.....YEAR .....

|                               |       |                               |       |
|-------------------------------|-------|-------------------------------|-------|
| NUMBER OF MEETINGS THIS MONTH | _____ | A. NEW MEMBERS ADDED          | _____ |
| AVERAGE MEMBER ATTENDANCE     | _____ | B. REINSTATED MEMBERS         | _____ |
| NUMBER OF PROJECTS COMPLETED  | _____ | C. TRANSFERS ACCEPTED IN/OUT  | _____ |
| ZONE MEETINGS ATTENDANCE      | _____ | D. TRANSFERS OUT/LOST MEMBERS | _____ |
| MEMBERS FROM LAST REPORT      | _____ | TOTAL MEMBERSHIP              | _____ |

LIST (A) NEW MEMBERS (B) REINSTATED MEMBERS (C) TRANSFERS IN (D) TRANSFERS OUT/LOST MEMBERS  
PLEASE GIVE REASON FOR LOSS (IF KNOWN) ATTACH SEPARATE SHEET IF NECESSARY

|  |  |
|--|--|
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### SERVICE PROJECT & FUND RAISING ACTIVITIES

| DESCRIPTION | SERVICE HOURS | \$ RAISED | \$ DONATED |
|-------------|---------------|-----------|------------|
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
|             |               |           |            |
| TOTAL       |               |           |            |

**COMMENTS:**

|  |
|--|
|  |
|  |
|  |
|  |

**DISTRIBUTION:** WHITE – DISTRICT GOVERNOR; GREEN – DISTRICT LIONESS CHAIRMAN;  
ORANGE – ZONE CHAIRMAN; BLUE – SPONSOR LIONS CLUB; YELLOW – LIONESS CLUB FILE

|                                                                                   |                                                                                                                                                                                                                 |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p><b>“The Fonnie Tresise Premier Project”</b><br/> <b>Lioness Clubs of Multiple District 201</b></p> <p>Every year, one outstanding Lioness Club will be recognised for its exemplary humanitarian service</p> |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

The award of a banner patch will be presented to the winning club at the MD201 Convention each year.

**1. ELIGIBILITY REQUIREMENTS:**

- (a) Authorised (licensed) Lioness clubs may submit entries.
- (b) Projects shall have been completed within the calendar year (January 1 – December 31) preceding that of the MD 201 Convention.
- (c) Projects may be ongoing however once a particular project has won a Fonnie Tresise Premier Project award, it is ineligible to receive additional awards.
- (d) Fund raising may be considered part of the service but not as an activity in itself.
- (e) Applications must be submitted by the clubs to their District / Associate Chairman or appropriate District Officer for initial judging.
- (f) A limit of one application per district, per calendar year will be accepted for final judging by the MD Lioness Committee.

**2. APPLICATION PROCEDURE:**

(a) A printed or typed, detailed report of no more than 500 words, with photographs if available, is to be submitted by February 28th of each year, to their District / Associate Chairman or appropriate District officer.

Information to be included e.g.

- How / When / Why project was introduced to the club?
- Who / Why / What partnerships / worked in co-operation with the club project?

(b) NO LATE APPLICATIONS WILL BE CONSIDERED.

(c) The District Chairman (or other appropriate District officer) shall on or prior to April 1<sup>st</sup> each year, forward the selected application to the MD201 Lioness Committee Chairman and their MD Lioness Committee State Coordinator.

(d) The final judging will be undertaken by a panel of 3 judges selected by the MD201 Lioness Committee. (Whenever possible from Districts who do not have a finalist entry to be judged)

**3. AWARD CRITERIA:**

The criteria for the award of points is as follows

|                                                                                     |                        |
|-------------------------------------------------------------------------------------|------------------------|
| How the service project fulfilled a specific need to the community                  | 20                     |
| The % of Lioness members involved in the planning and implementation of the project | 15                     |
| The innovative nature of the project                                                | 10                     |
| The creative nature of the project                                                  | 10                     |
| How many gained from this project                                                   | 05                     |
| <b>MD 201 “LIONESSES CARE”</b>                                                      | <b>TOTAL POINTS 60</b> |

**NB.** Whilst the presentation quality of the application is important it is NOT a criteria for judging.





**“The Fannie Tresise Premier Project”  
Lioness Clubs of Multiple District 201  
APPLICATION FORM**

|                           |               |                                 |              |  |
|---------------------------|---------------|---------------------------------|--------------|--|
| CLUB:                     |               |                                 | DISTRICT 201 |  |
| ADDRESS:                  |               |                                 |              |  |
| PROJECT CHAIRMAN:         |               |                                 |              |  |
| TOTAL CLUB MEMBERS        |               | NUMBER OF PARTICIPATING MEMBERS |              |  |
| TITLE OF SERVICE PROJECT: |               |                                 |              |  |
| PROJECT DATES             | COMMENCEMENT: | COMPLETION:                     |              |  |

In no more than 100 words, describe the purposes benefits and final results of this Club Service Project

The Service project above meets the criteria (as stated on the attachment to this form) for “The Fannie Tresise Premier Project.” The facts as stated above are accurate to the best of my knowledge.

|                        |  |       |  |
|------------------------|--|-------|--|
| NAME OF CLUB PRESIDENT |  |       |  |
| SIGNATURE              |  | DATE: |  |

Please attach a detailed, written report (500 words) explaining the above Service Project. This report must show the relationship between the activity and a need for this project. It should also describe the planning, implementation and involvement of the Lionesses and others and document the final result of the completed activity. Photographs may be included.

This entry form and the accompanying report must be received by the District Lioness Chairman no later than February 28<sup>th</sup> of each year. One entry per District will then be submitted to the MD Lioness Committee Chairman and their State Co-ordinators" for the final judging by April 1<sup>st</sup> of each year.

The winning club will be announced at the MD Convention.

|                              |  |       |  |
|------------------------------|--|-------|--|
| DISTRICT LIONESSES CHAIRMAN: |  |       |  |
| SIGNATURE                    |  | DATE: |  |



**LIONESS CLUBS OF MULTIPLE DISTRICT 201**

**APPLICATION FOR 100% LIONESS CLUB PRESIDENT’S AWARD FOR YEAR ....**

In order to receive 100% Lioness Club President’s Award, each Lioness Club President who has qualified, must have the Lioness Club Secretary fill out this form, have it signed by the Sponsoring Lions Club President and submit it to the Cabinet Secretary by July 31<sup>st</sup>. The Cabinet Secretary will have the application authorised and forwarded to Lions Clubs International Club Supplies, Newcastle. The cost of the award will be billed to the Club. The award will be despatched for presentation to the Immediate Past President at some appropriate time.

President’s Name .....  
 Lioness Club of ..... District 201.....

Sponsored by the Lions Club of.....

**THE FOLLOWING MUST BE FULFILLED (Please tick boxes for items that apply)**

|    |                                                                                                                                                                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | The Lioness Club shall comply with the MD201 Standard Lioness Club Constitution and shall refrain from any action encouraging unauthorised use of the name, good will, emblem and any other insignia of this association                                                                                       |
| 2. | The Lioness Club shall have no unpaid balances owed to the Multiple District 201 as at May 31 <sup>st</sup> .                                                                                                                                                                                                  |
| 3. | The Lioness Club shall show a nett increase in Club membership for the fiscal year. (Nett increase is not affected by deceased and transferred members)<br>OR<br>The Lioness Club President must have personally sponsored one or more new members into the Lioness Club, prior to the end of the fiscal year. |
| 4. | The Lioness Club must have conducted at least one major service activity with substantial membership participation which shall have been reported in the Lioness Club Monthly Reports.                                                                                                                         |
| 5. | The Lioness Club must have conducted at least one major fund-raising project with substantial membership participation which shall have been reported in the Lioness Club Monthly Reports.                                                                                                                     |
| 6. | All Lioness Club Monthly Reports must have been filed on time as stipulated on the forms.                                                                                                                                                                                                                      |
| 7. | Elections must have been held by April 15 <sup>th</sup> and names of new officers submitted to District Cabinet.                                                                                                                                                                                               |
| 8. | The Lioness Club President must certify that all new members have been properly indoctrinated and assigned to a working activity or service committee.                                                                                                                                                         |
| 9. | The President must have been recommended by the Sponsoring Lions Club to the District Governor and the District Governor must have certified the Lioness Club President as having met all the requirements. Such certification must be forwarded direct to the Club Supplies Department Newcastle.             |

Signed.....Recommended .....  
 (Signature of Lioness Club Secretary) (Signature of Sponsoring Lions Club President)

I certify that the above facts agree with the records of our District.

Signed.....District 201 .....Date.....  
 (Signature of District Governor)

**NOTE: Founding Presidents in Clubs organised in the first six months of the fiscal year shall be eligible.**

**APPLICATION FOR 100% SECRETARY'S AWARD**

TO: CLUB PRESIDENT

**APPLICATION FOR 100% SECRETARY'S AWARD**

The 100% Secretary's award is a District endorsed award and the Secretary must be recommended to the District Governor of the relevant year by the President of that year for which the award applies.

All Club Presidents who consider that their Club Secretary has performed their duties with excellence and who have satisfied the minimum requirements listed below, are invited to apply for the 100% Secretary's Award for presentation to the Secretary.

If approved by the District Governor, the cost of the Award will be charged to the Club account and forwarded by the Club Supplies department at the MD Newcastle office.

**NOTE:** This application must be received by the Cabinet Secretary of the year concerned by 31<sup>st</sup> July, immediately following the year's close.

**The Secretary must have satisfied the following:**

1. The following returns must have been lodged with the Cabinet Secretary on time

- all monthly MMR's or M & A's reports
- district convention returns for delegates and memorial names
- MD Convention return forms for delegates and memorial names
- PU 101 forms (Incoming Club Officers)

|  |
|--|
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|  |

2. The Secretary **MUST** have attended at least two of the District Governor's Advisory Meeting in their zone.

**3. Please answer (YES or NO) DID YOUR SECRETARY:**

- regularly attend Club and board meetings? .....
- regularly report correspondence to Club/board? .....
- record and present minutes of meetings for approval? .....
- attend the previous Incoming Officer's seminar? .....

NAME OF CLUB: Lions / Lioness Club of .....

NAME OF SECRETARY:.....Year 20...../20.....

Recommendation:

I recommend that the District Governor should approve the 100% Secretary Award for the above named Lion/Lioness and understand that, if granted, the cost of this award will be charged to the Club's account.

Signed by Club President.....

**(THIS MUST BE SENT TO OUTGOING CABINET SECRETARY BY 31<sup>ST</sup> JULY)**



## TRANSFER MEMBER FORM

THIS PART TO BE COMPLETED BY THE SECRETARY OF THE CLUB FROM WHICH THE MEMBER IS TRANSFERRING

On completion of this form, please send the original to the new Club, provide a copy to the transferring member, your District Lioness Chairman and your Club file.

To the Lioness Club of.....District.....Address.....

**PERSONAL DETAILS OF MEMBER REQUESTING TRANSFER:**

Transfer Member's Name.....

New Address.....

Marital Status: Married / Divorced / Widowed / Single (please delete as appropriate)

Partner's Name..... Is Partner a Lion / Lioness?.....

Telephone Numbers.....(H).....(B).....Fax (B) or (H)

Expected Date of Arrival at New Address.....

**MEMBERSHIP DETAILS:**

Date of Induction as a Lioness.....Club.....

Membership of this Club: Joined.....Member in Good Standing (all dues paid up) Yes / No (delete one)

100% Perfect Attendance .....Years Sponsorship of New Members .....(number)

Positions held at Club level.....

Positions held at District / Multiple District level .....

Awards .....

Special Interests .....

Remarks .....

From the Lioness Club of .....District .....Address.....

Signed by Secretary .....Date .....

THIS PART TO BE COMPLETED BY THE SECRETARY OF THE CLUB INTO WHICH THE MEMBER IS TRANSFERRING

Lioness.....was accepted as a transfer member into the Lioness Club of .....

.....District 201 .....on .....

Signed by President.....Secretary.....

## LIONS CLUBS INTERNATIONAL 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 own 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 doubt 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 CLUBS INTERNATIONAL PURPOSES

**TO ORGANISE**, charter and supervise service clubs to be known as Lions clubs.

**TO COORDINATE** the activities and standardise the administration of Lions clubs.

**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 disabled, 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.