



Lions Officer Training

Board Member

Lion Board Member Officer Training Agenda

Officer Duties Overview

Board Member Responsibilities

Lions Clubs International History

Lions Clubs Facts

Lions Purpose & Ethics

Melvin Jones History

Helen Keller's Speech

Club Officers Manual

 Lions Code of Ethics

 Lions Clubs International Objects

 Resources Available

 International Headquarters

 Lions International Web Site

 Standard Form Lions Club Constitution and By-Laws

 Periodicals

 District Officers

 Club Structure and Operations

 Use of Lions Name and Emblem

 Limits of Authority

 What the board of directors can and cannot do by itself is set forth in the

 Standard Form Lions Club Constitution and y-Laws

 Leadership Skills – ensure they are developed in the club

OFFICER DUTIES OVERVIEW

EXPECTATIONS AND REQUIREMENTS OF OFFICERS:

President

- Chief executive
- Leader of creative ideas
- Appoints all standing and special committees
- Presides over all regular and board meetings

Secretary

- Liaison between district and club
- Maintains all records and minutes
- Submits all required reports timely
- Makes application for any awards

Treasurer

- Receive all monies and make all deposits
- Pay all obligations in a timely manner
- Have all checks co-signed by a second officer
- Keep accurate records of receipts and disbursements

Membership Chair

- Encourage growth
- Implement orientation
- Encourage ways to reduce loss of membership
- Report to board of findings

OFFICERS AND RESPONSIBILITIES

President: He or she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular and special meeting of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of the district governor's advisory committee of the zone in which this club is located.

Immediate Past President: He or she and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

Vice Presidents: If the president is unable to perform the duties of his or her office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president.

Secretary: He or she shall be under the supervision and direction of the president and the board of directors and shall act as the club liaison officer between the club and the district (single or sub-and multiple) in which the club is located, and the association. In fulfillment of this, he or she shall:

- Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for therein and otherwise by the board of directors of the association:
- Submit to the district governor's cabinet such reports as it may require, including copies of regular monthly membership reports:
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located:
- Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; classifications (if any); Addresses and telephone numbers of members; member's club accounts;
- Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed it this club, collect and obtain a receipt therefore;
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

Treasurer: He or she shall:

- Receive all monies, from secretary and otherwise, and deposit the same in a bank or banks recommended by the Finance Committee and approved by the board of directors;
- Maintain two separate record keeping systems; Administrative and Activities;
- Pay out monies in payment of club obligations only on authority given by board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;
- Have custody and keep and maintain general records of club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;
- Give bond for the faithful discharge of the office in such sum and with sure surety as determined by the board of directors.
- Pay the monthly invoice from the international headquarters promptly (U.S. dollar draft, wire transfer or send a copy of deposit slip if payment made to one of association's non-U.S. bank accounts). Ten-digit club number or statement top should be included with all payments.

Lion Tamer: The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, songbooks and bulletin board. He or she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He or she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. He or she shall give special attention to assure that each new member sits with a different group at each meeting so that he or she can become better acquainted.

Tail Twister (optional): He or she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his or her decision in imposing the appropriate fine. No member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the treasurer and a receipt be given therefore.

Membership Director: The membership director shall be the chairman of the membership committee and a member of the club's board of director shall:

- Develop a growth program specifically for the club and present it to the board of directors for approval.
- Encourage members to bring in new quality members.
- Ensure proper recruitment procedures.
- Prepare and implement orientation sessions.
- Report to the board of director's ways to reduce the loss of members.
- Coordinate with other club committees to fulfill these responsibilities.
- Serve as a member of the zone level membership committee.

Board of Directors: Members of the board of directors include the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, membership director, and all elected directors.

They shall:

- Constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special meeting.
- Authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- Modify, override or rescind the action of any officer of this club.
- Have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- Appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club.
- Appoint the surety for the bonding of any officer of this club.
- Not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- Name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single or sub-and multiple) and international conventions.
- Maintain at least two separate record-keeping systems. The first for administrative monies such as dues, tail twister fines and other internally raised club funds. A second shall be established for activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Article VIII, Section E (7) of the Standard Form Lions Club Constitution and Bylaws.



PRINT THIS DOCUMENT

Lions Clubs International History

The International Association of Lions Clubs began as the dream of Chicago businessman Melvin Jones. He believed that local business clubs should expand their horizons from purely professional concerns to the betterment of their communities and the world at large.

Jones' group, the Business Circle of Chicago, agreed. After contacting similar groups around the United States, an organizational meeting was held on June 7, 1917 in Chicago, Illinois, USA. The new group took the name of one of the invited groups, the "Association of Lions Clubs," and a national convention was held in Dallas, Texas, USA in October of that year. A constitution, by-laws, objects and code of ethics were approved.

Among the objects adopted in those early years was one that read, "No club shall hold out the financial betterment of its members as its object." This call for unselfish service to others remains one of the association's main tenets.

Just three years after its formation, the association became international when the first club in Canada was established in 1920. Major international expansion continued as clubs were established, particularly throughout Europe, Asia and Africa during the 1950s and '60s.

In 1925, Helen Keller addressed the Lions international convention in Cedar Point, Ohio, USA. She challenged Lions to become "knights of the blind in the crusade against darkness." From this time, Lions clubs have been actively involved in service to the blind and visually impaired.

Broadening its international role, Lions Clubs International helped the United Nations form the Non-Governmental Organizations sections in 1945 and continues to hold consultative status with the U.N.

In 1990, Lions launched its most aggressive sight preservation effort, SightFirst. The US\$143.5 million program strives to rid the world of preventable and reversible blindness by supporting desperately needed health care services.

In addition to sight programs, Lions Clubs International is committed to providing services for youth. Lions clubs also work to improve the environment, build homes for the disabled, support diabetes education, conduct hearing programs and, through their foundation, provide disaster relief around the world.

Lions Clubs International has grown to include 1.4 million men and women in 46,000 clubs located in 193 countries and geographic areas.

View a multimedia presentation on [The History of Lions Clubs International](#), which is part of the Lions Learning Center. Visit the [Lions Learning Center](#) for directions on viewing the presentation or to view more presentations.



PRINT THIS DOCUMENT

Lions Clubs Facts

Membership

Lions Clubs International is the world's largest service club organization with 1.4 million members in 46,000 clubs in 193 countries and geographical areas.

Lions are men and women who volunteer their time to humanitarian causes. Founded in 1917, the volunteer organization's motto is "We Serve."

Service To Others

Worldwide, Lions clubs are recognized for their service to the blind and visually impaired. This service began when Helen Keller challenged Lions to become "knights of the blind in the crusade against darkness" during the 1925 Lions Clubs International Convention.

Today, Lions extend their commitment to sight conservation through countless local efforts, as well as through their international SightFirst Program and Lions World Sight Day, a global partnership of United Nations agencies, eye care and philanthropic organizations and health professionals, held the second Thursday of each October to increase awareness of the need to eradicate blindness. Lions also collect and recycle eyeglasses for distribution in developing countries year-round and especially during May, which is Lions Recycle for Sight Month.

In addition, Lions make a strong commitment to young people through youth outreach programs. Lions also work to improve the environment, build homes for the disabled, support diabetes education, conduct hearing programs and, through their foundation, provide disaster relief around the world.

Based on a recent report of Lions clubs worldwide, it is estimated that each year Lions clubs donate approximately US\$506 million and 71 million hours, which is equivalent to 34,000 people working full time for a year.

Sight Programs

In 1990, Lions established SightFirst, a US\$143.5 million global initiative to fight the major causes of preventable and reversible blindness. The unprecedented program joins Lions volunteers with blindness prevention experts and organizations and governments. SightFirst has:

- provided more than 3.4 million cataract surgeries
- built or expanded 154 eye hospitals
- supported more than 47 million treatments to prevent river blindness
- improved eye care in 78 countries around the world.

Lions clubs support other sight-related activities. Lions clubs and members:

- provide 600,000 free professional glaucoma screenings and make 25,000 corneal transplants possible each year
- establish and support a majority of the world's eye banks, hundreds of clinics, hospitals and eye research centers worldwide
- collect more than 6 million pairs of used eyeglasses annually for free distribution to those in need in developing countries
- offer screenings, eyeglasses and sports goggles to athletes through the Special Olympics-Lions Clubs International Opening Eyes Program



PRINT THIS DOCUMENT

Purpose & Ethics

Lions International Purposes

- **To Create** and foster a spirit of understanding among the peoples of the world.
- **To Promote** the principles of good government and good citizenship.
- **To Take** an active interest in the civic, cultural, social and moral welfare of the community.
- **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 endeavors.

Lions Code of Ethics

- **To Show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- **To Seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- **To Remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- **Whenever** a doubt arises as to the right or ethics of my position or action towards others, to resolve such 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 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, as to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor 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**

[PRINT THIS DOCUMENT](#)

Melvin Jones - Founder of Lions Clubs International

Melvin Jones was born on January 13, 1879 in Fort Thomas, Arizona, the son of a United States Army captain who commanded a troop of scouts. Later, his father was transferred and the family moved east. As a young man, Jones made his home in Chicago, Illinois, became associated with an insurance firm and in 1913 formed his own agency.



He soon joined the Business Circle, a businessmen's luncheon group, and was shortly elected secretary. This group was one of many at that time devoted solely to promoting the financial interests of their membership. Because of their limited appeal, they were destined to disappear. Melvin Jones, however, had other plans. "What if these men," he asked, "who are successful because of their drive, intelligence and ambition, were to put their talents to work improving their communities?" Thus, at his invitation, delegates from men's clubs met in Chicago to lay the groundwork for such an organization and on June 7, 1917, Lions Clubs International was born. It was stipulated that clubs were not to be social in nature nor were members permitted to promote their own business interests.

Jones eventually abandoned his insurance agency to devote himself full time to Lions at International Headquarters in Chicago. It was under his dynamic leadership that Lions Clubs earned the prestige necessary to attract civic-minded members.

The association's founder was also recognized as a leader outside the association. One of his greatest honors was in 1945 when he represented Lions Clubs International as a consultant in San Francisco, California, at the organization of the United Nations.

Melvin Jones, the man whose personal code "You can't get very far until you start doing something for somebody else" became a guiding principle for public-spirited people the world over, died June 1, 1961 at 82 years of age. For information about the Lions International Melvin Jones Memorial in Fort Thomas, Arizona, USA, [click here](#).



PRINT THIS DOCUMENT

Helen Keller's Speech

**1925 International Convention
Cedar Point, Ohio USA June 30, 1925**

Dear Lions and Ladies:

I suppose you have heard the legend that represents opportunity as a capricious lady, who knocks at every door but once, and if the door isn't opened quickly, she passes on, never to return. And that is as it should be. Lovely, desirable ladies won't wait. You have to go out and grab 'em.

I am your opportunity. I am knocking at your door. I want to be adopted. The legend doesn't say what you are to do when several beautiful opportunities present themselves at the same door. I guess you have to choose the one you love best. I hope you will adopt me. I am the youngest here, and what I offer you is full of splendid opportunities for service.



The American Foundation for the Blind is only four years old. It grew out of the imperative needs of the blind, and was called into existence by the sightless themselves. It is national and international in scope and in importance. It represents the best and most enlightened thought on our subject that has been reached so far. Its object is to make the lives of the blind more worthwhile everywhere by increasing their economic value and giving them the joy of normal activity.

Try to imagine how you would feel if you were suddenly stricken blind today. Picture yourself stumbling and groping at noonday as in the night; your work, your independence, gone. In that dark world wouldn't you be glad if a friend took you by the hand and said, "Come with me and I will teach you how to do some of the things you used to do when you could see"? That is just the kind of friend the American Foundation is going to be to all the blind in this country if seeing people will give it the support it must have.

You have heard how through a little word dropped from the fingers of another, a ray of light from another soul touched the darkness of my mind and I found myself, found the world, found God. It is because my teacher learned about me and broke through the dark, silent imprisonment which held me that I am able to work for myself and for others. It is the caring we want more than money. The gift without the sympathy and interest of the giver is empty. If you care, if we can make the people of this great country care, the blind will indeed triumph over blindness.

The opportunity I bring to you, Lions, is this: To foster and sponsor the work of the American Foundation for the Blind. Will you not help me hasten the day when there shall be no preventable blindness; no little deaf, blind child untaught; no blind man or woman unaided? I appeal to you Lions, you who have your sight, your hearing, you who are strong and brave and kind. Will you not constitute yourselves Knights of the Blind in this crusade against darkness?

I thank you.