



# Leo Club Termination Form

The Lions Clubs International Board of Directors has adopted procedural guidelines on page two for the termination of Leo clubs to ensure that every effort is made to resolve the problems leading to termination. This form must be completed by the Lions club president and Lions club secretary of the current fiscal year. **Please note that forms without signatures cannot be accepted. The sponsoring Lions club will receive a credit for the Leo levy only if the termination form is received October 31 of the fiscal year.**

Leo Club to Be Terminated

Reason for Termination

Name of Sponsoring Lions Club

Lions Club ID Number Country

Name of Current Lions Club President

Name of Current Lions Club Secretary

- 1. Did the Leo club vote to disband? . . . . . Yes No
- 2. Did a simple majority of the sponsoring Lions club's membership vote to cancel the Leo club? . . . . . Yes No
- 3. Is the Leo club being terminated by mutual agreement of the Leo club and the sponsoring Lions club? . . . . . Yes No
- 4. Is the sponsoring Lions club terminating the Leo club without the agreement of the Leo club? . . . . . Yes No
- 5. If the answer to question 4 is "yes", were the procedural guidelines on the reverse side of this form followed? . . . . . Yes No
- \*Disregard if Leo club is inactive
- 6. Have district officers (including the district and/or multiple district Leo chairperson, if any) been consulted to help resolve the problems leading to termination? . . . . . Yes No
- 7. In the event of loss of sponsor, has the Leo club explored the possibility of a new sponsoring Lions club? . . . . . Yes No

By signing below, I hereby attest that the Leo club termination procedures outlined on the back of this form have been followed and that I am aware of the decision to cancel the Leo club named above.

Signature of Current Lions Club President

Signature of Current Lions Club Secretary

**Please submit completed form using one of the below methods:**  
Email: [leo@lionsclubs.org](mailto:leo@lionsclubs.org) Mail To:  
Young Lions and Leos Department  
300 W. 22nd Street, Oak Brook, IL 60523-8842 USA

## LEO CLUB TERMINATION POLICIES

FROM CHAPTER XXII, LIONS INTERNATIONAL BOARD POLICY MANUAL

### LEO CLUB TERMINATION PROCEDURE

---

To officially cancel a Leo club, a sponsoring Lions club shall follow these procedures:

1. In instances where a sponsoring Lions club is considering cancelling its Leo club, the matter shall be brought before the Lions club's membership at a regular meeting. If a simple majority of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit a Leo Club Termination Form to the Leo Club Program Department at International Headquarters. After receipt of the termination form, the international office shall then process cancellation of the Leo club.
2. A minimum of 30 days prior to the sponsoring Lions club vote to determine if its sponsored Leo club will be cancelled, the district governor shall be informed by an officer of the sponsoring Lions club in writing of the club's intent to cancel the Leo club.
3. A Leo club shall be terminated:
  - a. Upon determination of its membership, or
  - b. By withdrawal of sponsorship by its sponsoring Lions club, or
  - c. By withdrawal of recognition by Lions Clubs International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause.

### PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION

---

When a Lions club wishes to cancel its Leo club without the agreement of the Leo club members, the Lions club shall give the Leo club 90 days' notice along with a written report listing reasons for cancellation. A copy of this report shall be sent to the following officers:

- a. Leo club advisor
- b. District Leo club chairperson
- c. Multiple district Leo club chairperson (if any)
- d. Leo district president or associate district Leo club chairperson (if any)
- e. Leo multiple district president (if any)
- f. District governor

The sponsoring Lions club's board of directors shall allow the above-named officers an opportunity to become acquainted with the situation and to consult with them. The district cabinet, when reviewing the question, shall give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If problems cannot be resolved through the intervention of district officers within the 90-day period, the matter shall be brought before the Lions club's membership at a regular meeting. If two-thirds of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit the Leo Club Termination Form (Leo-86) to the international office, with copies to the above-named officers, as applicable. After receipt of the report, the international office shall then process cancellation of the Leo club.

### LEO LEVY CREDIT

---

Credit for a terminated Leo club shall be given only if a signed Leo Club Termination Form from the sponsoring Lions club, addressed to the Young Lions and Leos Department at International Headquarters, is received by **October 31** per Lions Accounting Audit policy. Credit shall be given only for the current fiscal year.