



Lions Clubs International

Conducting the Organizational Meeting
Post- Workshop Responsibilities



The Organizational Meeting

The organizational meeting takes place after the informational meeting. It is where the club members will elect officers, determine the club name, and plan the first service project.



Tips for Meeting

- Review points from informational meeting
- Identify service projects
- Elect club officers
- Choose a club name
- Submit the club application
- Discuss dues structure

Choosing Service Projects

Choosing service projects is an important focus for the new club. The following are tips for choosing service projects.

- Choose projects that are relevant to community needs
- Partner with local organizations to help meet the needs of the community
- Choose one of the LCI global causes as one of your ongoing projects
- Promote your service project in the community through local media sources
- Be creative and think outside the box
- Make your projects family friendly
- Partner with other Leo or Lions clubs in the area

Choosing Club Officers

Leadership opportunities is one of the key benefits to joining Lions Club International. As a new club, a president, secretary, treasurer, and membership chairperson should be chosen prior to submitting a new club application .

Choosing New Club Officers

- New Clubs should elect: President, Secretary, Treasurer, Membership Chairperson
- Provide position descriptions for club officer to all members during the first organizational meeting.
- Choose club officers by third organizational meeting
- District Team, Guiding Lion, and Sponsoring Club officers should support new club through the club officer process
- Guiding Lion will train new club officers once they have been elected

Charter Application Process

Now that officers have been chosen and the club has 20 members, it is now time to submit the new club application for chartering.

New Club Application Submission: Choosing a name

The first step in the application process is to choosing a name. The following guidelines will help to support your name choice.

- A proposed Lions Club or club branch must be known by the actual name of the “municipality” or it’s equivalent governmental subdivision in which it is located.
- Campus clubs can use the college or university name as its “municipality.”
- “Distinguishing designation” for clubs located in the same municipality may be any name which clearly identifies the club from other clubs. Distinguishing designation will be added to the after the municipality. *Ex. Oakbrook Sight Lions Clubs*
- “Host Club” shall be title for parent club in municipality
- Lions Clubs cannot be named after living individuals
- No Lions Club may add “International” as a distinguishing designation to its name
- If including a company’s name, documentation must be provided by company prior to club approval

New Club Application Submission: District Level Process

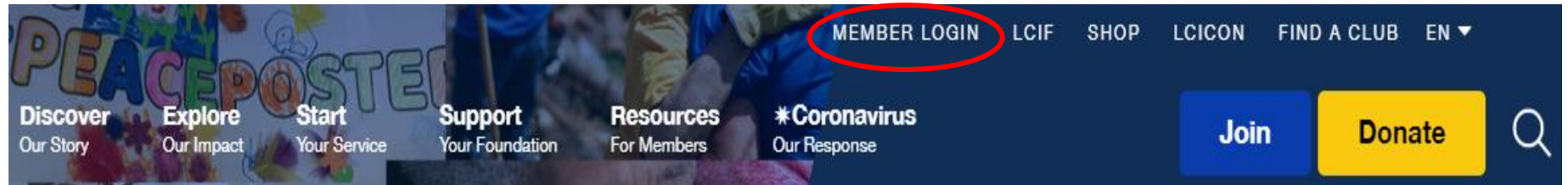
The information below provides details on who can process the new club application on the district and club level.

Application Entry	Charter Member Entry	Guiding Lion Entry	Application Approval	Club Payment
District Governor	District Governor	District Governor	District Governor	District Governor
Coordinating Lion	Coordinating Lion	Coordinating Lion		New Club Treasurer
District GMT Coordinator	District GMT Coordinator			
Sponsoring Club President	Sponsoring Club President			
Sponsoring Club Secretary	Sponsoring Club Secretary			
	New Club President			
	New Club Secretary			

New Club Application Submission: MyLCI

New Club Charter Applications are submitted online through MyLCI. The following steps should be taken for new club application submission.

Step 1: Log In to MyLCI. You can access MyLCI through the www.lionsclubs.org website and click on the MyLCI tab in the top panel



New Club Application Submission: MyLCI

Step 2 : Universal Log In Page:

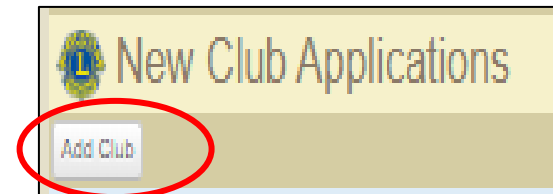
You will be directed to the Lions Club International Universal Log in page. Choose the **GO Button** under “MyLCI Tools for Lion Leaders”.

Welcome to the Lions Clubs International digital ecosystem!
Here you'll find a variety of helpful, easy-to-use applications designed to simplify and improve your service.

MyLCI	MyLion	Shop	Insights	Learn
Tools for Lion leaders.	Connect. Serve. Report.	Buy all things Lions.	Increased knowledge. Increased impact.	Learn. Grow. Lead.
<ul style="list-style-type: none">• Manage your membership• Create district & club profile• Check club voter eligibility• Document & plan conventions• Check application status	<ul style="list-style-type: none">• Report service• Plan service projects• Connect with other Lions• Create personal profile	<ul style="list-style-type: none">• Order club essentials• Order awards, pins and more• Get great Lions gifts	<ul style="list-style-type: none">• Explore membership trends• Explore club trends• View service activity impact• Track Foundation donations	<ul style="list-style-type: none">• Take free online courses• Encourage your personal growth• Access leadership tools and insights
GO	GO	GO	GO	GO

New Club Application Submission: MyLCI

Step 3: Click on the “*My Lions Clubs*” Tab and click on the *new club applications dropdown*. Click on the add club button.



New Club Application Submission: MyLCI

Step 4: Enter all of the listed information. You will add members as you move through the phases of the application.

The application is made up of 6 simple sections:

1. New Club Information
2. Sponsoring Club
3. New Club Officers
4. Estimate of Charter Members
5. Club Criteria
6. Comments

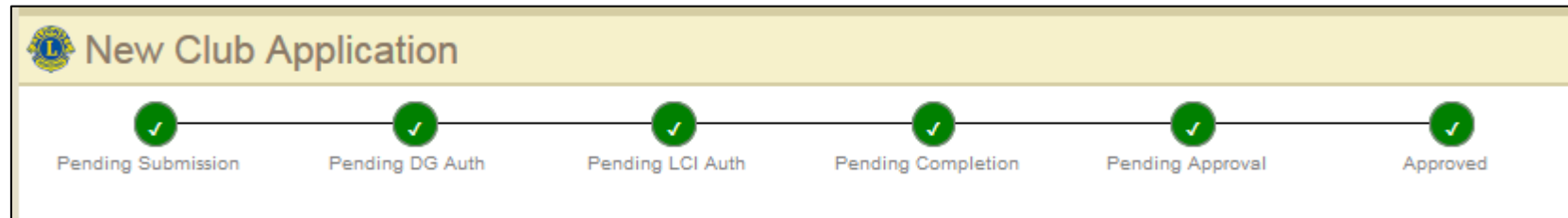
The screenshot displays the 'New Club Application' form with a progress bar at the top. The progress bar has six stages: Pending Submission (active), Pending DG Auth, Pending LCI Auth, Pending Completion, Pending Approval, and Approved. The form sections are as follows:

- Staff Coordinator:** A dropdown menu.
- New Club Information:**
 - Club Name: Text input field with a blue checkmark icon.
 - Club Type: Dropdown menu (selected: Lions Club).
 - Club Specialty: Dropdown menu (selected: None).
 - Country: Text input field (selected: DENMARK).
 - City: Text input field.
 - Club Language: Dropdown menu (selected: English).
 - Sponsoring Club: Button labeled 'Select Club' with a blue checkmark icon.
 - Sponsoring District: Radio button.
- New Club Officers:**
 - President: Dropdown menu.
 - Secretary: Dropdown menu.
- Estimate of Charter Members:** A table with input fields for:
 - New Members: 0
 - Transfer Members: 0
 - Student Members: 0
 - Leo Lions: 0
 - Charter Fee: \$0.00
- Club Criteria:** A checkbox labeled 'I have read the New Club Criteria'.
- Comments:** A large text area with a 'Mark this comment as private/internal for LCI' checkbox below it.
- Submit:** A checkbox labeled 'Submit the New Club Application for District Governor Authorization'.

At the bottom, there are 'Save' and 'Cancel' buttons. A footer note states: 'Effective July 1, 2015, a US\$100 processing fee will be assessed for any new club charter application that is not approved by LCI. New Club Applications must be completed and submitted for LCI Final Approval on or before June 20th to be counted in the current fiscal year.'

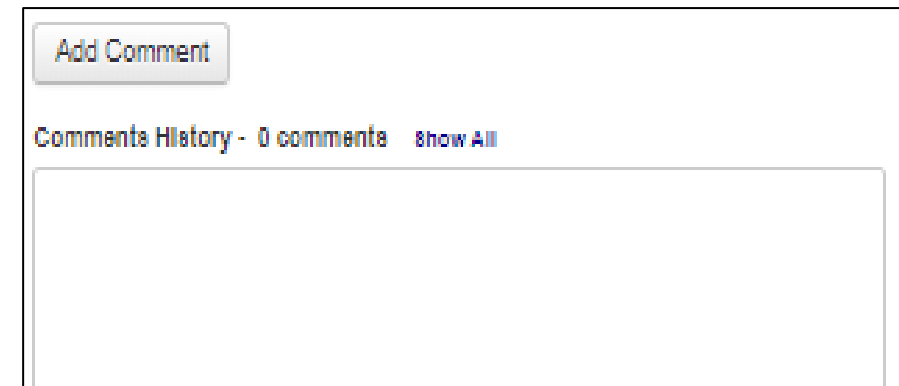
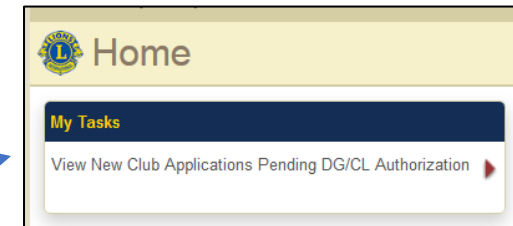
New Club Application Submission: MyLCI

New Club Application Approval Steps. There are six steps.



Application Tips

- The application is not final until submitted for *Pending Approval*
- Communication and visibility throughout the process
 - *Notification emails*
 - *Tasks in Home page task panel*
 - *Comments*



New Club Application Submission: MyLCI

Club Charter Approval

- Club chartering can take up to 45 days
- Clubs will be able to obtain a bank account and 501C3 status once the club has been chartered
- To expedite the application process, view comments in MyLCI and follow processing instructions
- Once club has been approved all chartering materials will be sent to the District Governor
- Charter materials include: Charter Member Pins, Charter Member Certificates, Charter Certificate, Sponsor Patch, and Letter from International President
- For full instructions on submitting the charter application, go the resource page at www.lionsclubs.org and type in ***“MyLCI Charter Application Instructions”***.

Continued Club Development

Now that the club has been established, continued club development will be critical to the success of the new club.

Post-Organizational Meeting Follow-Up

- Guiding Lion will setup club officers training
- Continue to promote club and encourage members to invite others to join
- Follow up with leads from recruiting events to invite to club
- Continue to provide ideas for service areas in community
- Plan to meet frequently until the club is chartered

Continued Club Development

Sponsoring Club Assistance

- Sponsoring club should continue to support club as needed.
- Sponsoring club officers should attend meetings , provide assistance with activities and meet with officers

Guiding Lion Support

- Only need one Guiding Lion
- Stay with a club for 2 years
- Conducts club officer trainer

Transition of Power

- Goal is to build a strong and healthy club
- Support new officers to take control over club
- Club sponsor is a support, not the dictator of what club should be



Thank you

For more questions contact membership@lionsclubs.org.