



# Club President and First Vice President

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e-Book



**Lions Clubs International**



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## Welcome to the Club President and Vice President e-Book!

This guide is designed to support you through two terms of service; not only as club president, but as club first vice president. It contains tools and resources to be successful not only in your individual role as you serve, but also as the leader of a cohesive team of fellow club members and officers.

It's easy to navigate the e-Book. Just click on the topic headings contained in the Table of Contents. From there, you may click on hyperlinks that will take you directly to tools, resources and documents that make your job easier.

### Club First Vice President

#### Prepare to Lead as Club First Vice President; Prepare to Succeed as Club President

As the club vice president, your tasks are two-fold. One of your top priorities is to stand ready to fulfill the duties of the club president if the president is unable to do so for any reason. Most likely, you will also have other duties as assigned by the president, and may be asked to lead one or more committees during the year.

In addition to those duties, you should dedicate time preparing to serve as club president. It is important to understand the role of club president and all of its responsibilities well before you begin to serve.

#### Self-study or Facilitated Training for Club President

If you have not served as a club vice president or president, it is good to spend some time in the self-study online training module.

Log in to the [Lions Learning Center](#) and click on the Course Catalog to find two self-study courses:

- Club Officer Training – this course reviews the club organizational structure and club officer responsibilities
- Club President Responsibilities – This course reviews:
  - Appointing chairpersons.
  - Planning and conducting meetings.
  - Preparing to actively participate in zone meetings (District Governor's Advisory Committee).
  - Managing club elections and leadership succession.
  - A module on *Robert's Rules of Order*.

## Become Familiar with Your Club Constitution and By-Laws

Your club constitution and by-laws provides the basic structure and policies to guide your club's operations and to meet the obligations of a club chartered with the International Association of Lions Clubs. It also serves as your club's main reference document if there are questions about appropriate procedures to conduct club business.

[Standard Club Constitution and By-Laws](#) - This template document serves as the basis for a club to create its own governing document in accordance with the International Constitution and By-Laws. If your club does not have its own, use this standard document.

## The Club Board of Directors

Look at the [Standard Club Structure](#).

To be a successful club president, you will need to empower your leadership team; the club board of directors. Each board member fills a specific leadership role designed to ensure the successful operation of your club providing needed service to the community. By understanding the roles and responsibilities of each member of the club board, you can help ensure that the skills of the member match the job you are asking them to do. It also ensures that no one officer is burdened beyond their willingness and capability to succeed.

Review the officer duties in the [Standard Form By-Laws](#) for these positions to match the skills and willingness of potential leaders with the tasks of the officers' roles. Doing so will increase the likelihood that serving as a leader of the club will be a positive experience for each member on your team. There are customized web pages on the Lions Clubs International website that provide specific guidance as noted for the officers list below.

- [Club President](#) – The club president is the chief executive officer of the club. He/she presides over meetings and calls the club to action to fulfill its program of service works; coordinating the efforts of board members and chairpersons to implement all activities of the club in both fellowship and service.
- Club First Vice President – The club first vice president not only serves as a leader ready to step in for the president, but as a catalyst to annually assess club activities and then implement new goals in the next fiscal year as club president.
- Club Second Vice President – The club second vice president also stands ready to be in succession and serves as requested by the club president to lead specific committees or projects.
- [Club Secretary](#) - The club secretary keeps the history of the club's official proceedings, an accurate accounting of the club membership roster and assists in every communication effort to members. This board member serves as the communications liaison between club, district and association.

- [Club Treasurer](#) – The club treasurer serves as the main book-keeper for the clubs financial accounts; both administrative and public funds (service activities). This includes the administration of membership dues invoicing and collection, making deposits and recording expense receipts. The treasurer prepares, distributes and retains all financial reports and records.
- [Club Membership Chairperson](#) - The club membership chairperson leads the charge in recruiting new members, orienting them into involvement opportunities with the club and nurturing relationships between established members and new members.
- [Club Service Chairperson](#) - The club service chairperson coordinates all of the service activities chosen by the club as its program of works.
- [Club Marketing Communications Chairperson](#) – The club marketing communications chairperson keeps all of the activities of a club in the public eye and promotes the club and its service to the community.
- Immediate Past Club President - This officer serves as a welcoming host for all new prospective members and greets members and visitors at each meeting.
- Branch Club Liaison - If your club has a [branch club](#), it is your obligation to appoint a branch club liaison to support the branch activities and keep parent club leaders informed.
- [Leo Advisor](#) - To provide effective guidance, sponsoring Lions clubs appoint a Lion to serve as the Leo club advisor. This Lion should be someone who enjoys working with youth and engaging others in service.
- Lion Tamer (optional) - This position takes care of the club paraphernalia and assists to prepare for each meeting as a sergeant-at-arms.
- Lion Tail Twister (optional) – This position promotes the fun and good fellowship at meetings.
- LCIF Club Coordinator – This position educates club members of the many projects provided by LCIF and encourages members to become involved and directly support the efforts of LCIF.

### **Move Your Club Forward Each Year with a Plan**

As club first vice president, one of your most important tasks is to lead your club forward into the next fiscal year and explore yet unrealized potential, after your club members review together its activities and accomplishments. There are several tools designed to assist your club, no matter how simple or sophisticated your operation.

- [Club Quality Initiative](#) - The Club Quality Initiative is a fun, interactive process that brings members together to look at what your club is today and what it can be tomorrow. This serves as a great starting point for a review of previous accomplishments and dreams for the future.

- [Blueprint for a Stronger Club](#) - This tool guides a club through the process of developing and implementing a plan of action for its goals.
- [Your Club, Your Way!](#) - This resource offers ideas for ways that your club can customize your meetings for an enjoyable membership experience.
- [LCI Forward](#) - The goal of LCI Forward is for the association of clubs to triple our collective impact worldwide by improving the lives of at least 200 million per year by 2020-2021 through expanded humanitarian service. This strategy provides the foundation for your club to assess itself and collectively choose activities that are meaningful to the members and relative to the needs of your community.

## Familiarize Yourself with MyLCI

MyLCI is an online portal which connects you directly to the international association. It serves as your online administrative and communication connection to your club members, district, multiple district and Lions Clubs International. It is designed to ease your administrative tasks and provide you with easy access to information.

If you will be using MyLCI for the first time, once you have been reported as the incoming club vice president or club president, you may establish your user ID and password any time after April 1<sup>st</sup>. You will initially have access to the [training area](#) until the beginning of your term in office on July 1<sup>st</sup>, when you will gain full access to MyLCI.

## Learn How to Access MyLCI

When you [Logon to MyLCI](#), you have access to essential information about your club which can help to streamline your administrative tasks.

- [Introduction, Basic Features](#) - This short video provides a brief overview of the features of MyLCI.
- [Navigating MyLCI](#) - This short video provides guidance on how to navigate on MyLCI.

## Create Your Account in MyLCI

- [Registration and Password Instructions](#) - These easy instructions will aid you in gaining access to MyLCI if you haven't already set up your profile.



## Club Administrator

In order to assist some club officers who may have difficulty operating certain technologies, Lions Clubs International created the role of “club administrator” to support a club president or secretary with administrative tasks that are completed through MyLCI/MyLion. This role has access to the same information in MyLCI/MyLion as the club president and secretary. Together and in consultation, the president and secretary may assign this administrative role if deemed beneficial for effective club operations. The club administrator is not a formal position recognized by LCI, but functions to provide administrative assistance only.

MyLCI Technical Support and Troubleshooting – Email: [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org) or call: 630-468-6900.

MyLION – Coming Soon!

## The First 30 Days as Club First Vice President

### Attend Club Officer Training Offered by Your District

The training offered through your district is designed to assist your entire team of club leaders to be more effective as a leadership team and provides an opportunity for each officer to learn the basic skills of effective club operations.

### Monthly Meetings and Events

- Club Meetings - If your club has a head table, you may be asked to sit by your club president during the club's regular proceedings.
- Board of Director Meetings - Your participation as an active member of the board is essential in your preparations to be club president and remain fully aware of club operations, programs and issues.
- Service Activities - As a club leader, it is important to serve alongside your fellow members.
- Assigned Committee Meetings - You may be heading up committees or standing in for the club president in some committee work.

### Quarterly Meetings

#### Zone Meetings

Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. If you don't know who your zone chairperson is, you can find all of your district officers' contact information on your club homepage of MyLCl. Look there for your zone chairperson's name and contact information.

[The Model District Governor Advisory Committee Meeting](#) - This guide assists both the zone chairperson and club officers in understanding what to expect at the quarterly zone meetings. Often times the zone chair asks a club to report regarding service, membership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other.

### Annual Events

#### The Annual Club Business Meeting and Club Elections

Elections are usually held at the beginning of the fourth quarter (April). Refer to the [Standard Club Constitution and By-Laws](#) for the provisions regarding elections.

The nominations committee will provide information for the names of those who have been nominated for officer and director positions. The secretary will then prepare ballots for elections as per policy. See “Exhibit B” in the [Standard Club Constitution and By-Laws](#).

By April 15, or directly after the club completes its elections, the club president or secretary may report officers and directors [via MyLCI](#) or via the Officers Reporting Form [PU101](#).

### **District/Multiple District Conventions**

If your district offers club officer training at its annual district convention, it is a good opportunity to receive direct local training and meet other incoming club presidents who will be serving in the same year as you.

### **Delegates for the International Convention**

Each club is entitled to participate in the election of International Officers by assigning club members to serve as voting delegates to the convention.

### **The Transition to Club President**

#### **Complete Strategic Planning and Make a Plan**

Once the club elections are complete and the directors and officers have been determined, you may begin to plan for the next fiscal year. If your club has not previously completed any type of planning exercise, the [Club Quality Initiative](#) and [Blueprint for a Stronger Club](#) are a great place to start.

- Be sure to assess previous projects, programs and processes.
- Create a plan for club meetings, events, service activities and other opportunities offering wider involvement at the district level.
- Delegate responsibilities specific to the duties of the club officers and chairpersons (membership, service and marketing communication) relevant to the club goals and activities.
- Work with the incoming officers to finalize the club calendar so that it may be communicated in an effective and timely manner.
- Assist the current club president with the transition process between the outgoing officers and the incoming officers.
- You may want to also review the new [Club and Community Needs Assessment](#) to find the best ways for the club to support its community.

## Your Role as Club President - Put the Club Plan in ACTION!

If your club completed a basic set of goals of what it wants to accomplish for the next fiscal year, you have the task of pulling it together into an actionable plan that all club members can participate in.

### Monthly Events

#### Club Meetings

You may find yourself responsible for the programs, speakers and guests at the club meetings. You have a wonderful opportunity to foster fun and meaningful programs that members find worthy of their time. The club meeting is the time to focus on the great service the club is providing the communities it serves.

- [Your Club, Your Way](#) - This resource offers ideas for ways that your club can customize your meetings for an enjoyable membership experience.
- [Hosting LCI guests](#) - Your club may determine the level of protocol that you wish to follow for all visitors, including district governor and international guests. Be sure to communicate your club's traditions and level of formality when welcoming guests so that the guest understands what to expect when visiting your club.
- [New Members Induction Ceremonies](#) - This guide contains suggested wording to induct new members into the club.
- Prepare agendas - Work with your club secretary to organize, prepare and distribute the agenda for club meetings.
- Lead the meetings - Be prepared to preside over meetings, and that may include diffusing differences of opinion and keeping the meeting on track with the agenda to make the best use of member's time.
- Follow-up after the meetings – Complete any follow-up required after a meeting in a timely fashion.

## Board of Directors Meetings

The board of directors meetings focus on “working on the business” of the club: this includes both the business functions of the club, and the programs operations; member satisfaction, community service, and marketing communications.

Agendas – Be sure to set an expectation that all officers and chairpersons report on a monthly basis to ensure transparency of operations.

Minutes and committee reports – Communicate with the board members prior to board meetings to prepare proper report documentation in writing. This includes meeting minutes, program activities and all financial transactions on a monthly basis to ensure that the club members receive full disclosure of the club’s operations.

Follow-up – Keep the club in good standing by making sure that it meets all of its fiduciary, reporting and due diligence obligations to the association as well as any local governing body as required by local law.

## Quarterly Meetings

### Zone Meetings

Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. If you don’t know who your zone chairperson is, you can find all of your district officers’ contact information on your club homepage of MyLCl. Look there for your zone chairperson’s name and contact information.

[The Model District Governor Advisory Committee Meeting](#) - This guide assists both the zone chairperson and club officers in understanding what to expect at the quarterly zone meetings. Often times the zone chair asks a club to report regarding service, membership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other.

## Annual Events

### The Annual Club Business Meeting and Elections

Elections are usually held at the beginning of the fourth quarter (April). Refer to the [Standard Club Constitution and By-Laws](#) for the provisions regarding elections.

As club president, you are responsible for the work of the nominations committee, preparations for the election documents with the assistance of the club secretary and managing the election process as per the policies and procedures outlined in your club constitution and by-laws.

The nominations committee will provide to the president the names of those who have been nominated for officer and director positions. The secretary will then prepare ballots for elections as per policy. See “Exhibit B” in the [Standard Club Constitution and By-Laws](#).

### **District/Multiple District Conventions**

You as club president serve as the leading representative of your club and should encourage your members to attend the district convention for education, sharing best practices with fellow Lions and the election of district officers. You may also be called upon to assist with several tasks associated with the district or multiple district conventions.

The district may contact the club leadership to confirm the club delegate list in preparation for the district conventions. The delegate formula is defined in [The International By-Laws, Article IX](#).

Work with the club secretary to complete any requested registrations for district events, including advertising, hospitality rooms and convention attendees.

Check with the convention organizers for the opportunity to participate in the printed convention program ad pages or club reports.

Process documents and any local club endorsement requirements for members running for higher officer positions.

### **Constitutional Area-wide Events**

[Lions Clubs International Forums](#) - All Lions are invited to participate in the Constitutional Area where the Forum is held.

### **International Events**

[Lions Clubs International Calendar of Events](#) -This international headquarters calendar contains upcoming events and important award application deadlines along with information on global service initiatives.

### **Transitioning Out of Club President**

**Recognition and Celebrating Success** - At the conclusion of the fiscal year, it is a good time to honor those club leaders that have served as outstanding leaders of the club in its effort to reach its goals.

- [Awards](#) - This webpage contains a comprehensive guide and links to awards
- [Club Excellence Award](#) - Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Award.

- [Ceremony for Installation of Officers](#) – One of your final official acts as club president may be to install the new incoming officers for the next fiscal year.

## Lions Clubs International Foundation

Lions around the world are united by a great spirit of giving and dedication to helping others. As the official charitable organization of [Lions Clubs International](#), a leading humanitarian organization, Lions Clubs International Foundation (LCIF) supports Lions' compassionate works by providing grant funding for their local and global humanitarian efforts.

- [Melvin Jones Fellowship](#) - The Melvin Jones Fellowship (MJF) recognizes donations of US\$1,000. Contributions can be made by individuals (including non-Lions), clubs or districts.
- [Melvin Jones Fellowship Application](#) - This form should only be used if sufficient funds have been previously donated to Lions Clubs International Foundation and the confirmed credits are available before submitting this application.
- [LCIF Grants](#) - This webpage contains LCIF Grants descriptions, criteria, deadlines and applications.

## Purchase Club Items Online at the LCI Store

The [LCI Store](#) is an easy way to order the most common club supplies and Lions Clubs International branded merchandise.

Here are some quick links to the most frequently requested items:

- [Club Meeting Supplies](#) - This section of the club supplies online catalog contains gavels, gongs, meeting forms, and member name badges.
- [New Member Kits](#) - These kits help make a new member feel special with a Lions pin, Certificate of Membership and a membership card.
- [Lions Apparel](#) - This area contains club vests, shirts, caps and other popular clothing items; many that may be customized with your club's information.
- [Peace Poster Kit](#) - Please note that these kits are available for purchase only from January 15 through October 1 each year.
- [Awards and Medals](#) - Browse this department for various medals and certificate holders.
- [Plaques, Awards and Recognition](#) - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.

If you have further questions regarding club supplies, please email [orderdetails@lionsclubs.org](mailto:orderdetails@lionsclubs.org)

## Policies and Processes for Clubs

### Club Changes

- [Club Merger](#) - This process allows two clubs to merge together, resulting in a single charter.
- [Club Name Change](#) - A Lions club may change its name according to board policy by completing and submitting this form.

### Governing Documents and Policies

- [International Constitution and By-Laws](#) - The International Constitution and By-Laws contain sections that pertain specifically to the membership structure and operations of the club.
- [Standard Club Constitution and By-Laws](#) - This is the standard template for a club that it may use to draft its own governing document.
- [Board Policy Manual](#) - This document contains the policies of the International Board of Directors of the Association.

### Keeping Your Club in Good Standing

It is important for every club leader to understand the obligations of a club chartered with the association.

- Good Standing Definition – This may be found in [The Board Policy Manual - Chapter V., Clubs](#) which fully explains the obligations of a club.
- [Financial Suspension Policy](#) - It is important for a club to promptly pay its dues at all levels (district/multiple district/international). The Financial Suspension Policy applies specifically to non-payment of international dues.
- [Club Reactivation Report](#) - Complete this form when reactivating your club from Status Quo with the approval of the District Governor, First vice District Governor and Zone Chairperson.
- [Best Practices in Financial Transparency](#) – This brief guide covers the best practices of club accounting and reporting to club members.



## Legalities and Technicalities

[Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

[General Liability Insurance Program](#) - Association of Lions Clubs has a program of commercial general liability insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

[Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

[Lions Clubs International and Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International (LCI) and LCIF recognize the importance of protecting the private information of our members.

## Amendments to Your Constitution and By-Laws

From time to time, your club may choose to make amendments to your club constitution and by-laws. As club president, you will lead and manage this process. Check your own constitution and by-laws for the provisions regarding amendments to ensure that the process is completed according to policy. Your club secretary will assist you in making necessary draft amendments, communicating with the club members regarding the proposed changes and implementing the required processes to complete the amendments.

## Promoting Harmony Among Lions

### Preventing and Resolving Disputes

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub- and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

- [Dispute Resolution Guidelines](#) - The guidelines are intended to assist Lions members, clubs and districts (single, sub- and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors, and are not intended to replace the policies adopted by the International Board of Directors.
- [Club Dispute Resolution Procedure](#) - This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.
- [Multiple District Resolution Process](#) - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [Constitutional Complaints Procedures](#) - This procedure is used to resolve issues concerning the interpretation, breach of, or application of The International Association of Lions Clubs' Constitution and By-Laws or any International Board Policy.