

# Multiple District 19



## Club Membership Director's Guide

Included in this Manual:

Membership Director's Guide

Lion For Life

Induction Ceremony

Lions Education Program (Orientation)

A History of MD 19

“Open House” Program

Prepared By:

Roger R. Richert, PID

MD19 Membership Chairperson 2000-2006

&

MD19 Leadership Team

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## **MULTIPLE DISTRICT 19 CONTACTS**

### **MD19 Office Staff**

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Email: md19lions@lionsmd19.com  
Website: <http://www.lionsmd19.com>

### **MD19 Membership Coordinator**

Contact Information for the Membership  
Coordinator can be found in the MD19  
Roster under MD19 Committee Chairpersons

### **Lions Clubs International**

[www.lionsclubs.org](http://www.lionsclubs.org)  
Membership Development Division  
(603) 468-6734  
Email: [extension@lionsclubs.org](mailto:extension@lionsclubs.org)

**Each District has a Club Support Team (Global Leadership, Extension, Global Membership, Public Relations and Retention). The list for these specific individuals can be found in the MD19 Roster under the district in which they are located. They can assist you in developing an effective membership program.**

**Membership growth and development is vital to all Clubs. The success of any Club is dependent on continually obtaining and retaining good members to carry on the principles of the Lions Club.**

*The Club Membership Director is a position of leadership and teambuilding. It is a position of vital importance! The Club Membership Director and the Club Membership Committee duties and responsibilities include, but are not limited to the following:*

### **The Club Membership Director**

- ★ Sits as a voting member of the Club Board of Directors
- ★ **Leads the Club Membership Committee**
- ★ Because it directly affects retention, watches for any noticeable weakness in club programs, meetings, or service activities. Makes recommendations for improvements to the Board.
- ★ Reports monthly to Club Board of Directors on the progress of retention and recruitment activities.
- ★ Keeps club members informed about membership programs. Encourages member cooperation.
- ★ Maintains contact with Zone and District officers and Lions Clubs International regarding local membership challenges and successes.

### **The Club Membership Committee**

- ★ **Develops and recommends membership goals**
- ★ Develops, recommends and carries out membership recruitment program
- ★ Inducts new members with dignified and impressive ceremony
- ★ Provides new member orientation to prospective or new members
- ★ Insures that new members are involved in club activities and committees
- ★ Honors long time members and keeps them active

### **So what does the Membership Chairperson do first?**

1. Become familiar with the Club Membership Chairperson's Manual (ME-12 24M) available from LCI at no charge. You can also download the Club Membership Chairperson's Guide from their website ([www.lionsclubs.org](http://www.lionsclubs.org)) Member Center>Resources>Publications and Forms>Membership Forms and Publications, "Club Officer or Committee Materials" (ME44 EN6/13 pdf). (There are many Membership Publications found here to assist in membership goals, recruitment, programs and retention.)
2. Become familiar with district and zone goals and objectives related to membership retention and recruitment.
3. Works with Club Leaders to create growth goals and a plan to meet those goals.
  - ★ Does your president have membership goals in mind?

- ★ Along with your Club Membership Committee, develop a draft membership plan for your club – and run it past your Board of Directors for approval

## What should be in the club membership plan?

- ★ **Goals:** A realistic retention goal (i.e. Our club will have no more than \_\_\_\_ dropped members this year.)  
  
A realistic recruitment goal (i.e. Our club will add \_\_\_\_ new members this year.)
- ★ **Action Items:** Each goal should be backed up by action items. Be sure each action item has a deadline and someone responsible for carrying it out.

See following sample plan for possible action items.

### Sample Membership Plan

#### ***Retention Goal – Our club will lose no members through drops this year***

President, Secretary and Membership Director review list of members to determine those at risk - and develop a plan for keeping/re-activating each of those members	By 9/1
Secretary maintains up to date list of members' attendance /participation records. Reports sent to Membership Director quarterly.	ongoing
All club members complete club self-assessment (Pamphlet, How are your ratings?)	By 8/1
Membership Director and President analyze findings and develop plan to make any indicated improvements.	By 9/1
Membership Director reports to Board monthly on retention efforts and needed improvements.	Ongoing
Membership Director presents club program on role & value of sponsor & mentor.	By 12/1
Membership Director insures that each new member receives proper orientation within 90 days of induction.	Ongoing
President assigns new members to committee within one month of induction.	Ongoing
Membership Team develops and carries out one new way to honor long time members.	By 5/1
Secretary develops roster of members not attending meetings and provides to Membership Chairperson.	By 8/1
Membership Chairperson actively seek out non-active members for work on projects.	ongoing
President recognizes at least one Lion each month.	ongoing
Program initiated to send new members to a District Conference & Multiple District Convention.	

#### ***Recruiting Goal – Our club will bring in 10 new members this year.***

Club members develop list of recruitment prospects for individual use.	By 8/1
Membership Committee develops and holds Open House	By 3/1
Membership Committee develops plan for identifying and welcoming new people to community	By 12/1
Membership Committee sponsors membership contest within club	By 11/1
Membership Chair/PR Chairperson draft new brochure and insure that copies are available at all meetings and events	By 10/1
Club Membership Director insures that each new member is inducted with dignified and impressive ceremony within 30 days of Board approval of application	ongoing
President presents Membership Keys at Installation Banquet	By 7/1
Membership Committee develops process of inviting prospects to meetings and for membership, including how prospects are introduced, greeted, treated at meetings	By 11/1
Program Chairperson develops series of GREAT programs and notifies members in advance so they can invite prospective members and others	By 4/1
PR Chairperson notifies media of membership drive.	-

There are many programs and established plans available to assist club leadership with successful retention of existing members and new member recruitment. Following are listed various programs available, either through individuals (as noted), through the MD19 Office or through Lions Clubs International from their website: [www.lionsclubs.org](http://www.lionsclubs.org) or by contacting the Membership Department. (Number and Email information listed at the beginning of this manual.)

## A. Guides for Retention

### 1. **Membership Satisfaction Guide:**

A guide for developing satisfied Lions including support materials. (ME-301 EN 3/13)

### 2. **How To Create A Positive Club Environment:**

A complete & comprehensive program developed by PDG Bob Wagers complete with supporting visuals to assist club leadership in understanding “Membership Challenges For The 21<sup>st</sup> Century”.

### 3. **Developing New Members – Programs That Work:**

“Red Badge Membership Program”, or the “Proud Lion Membership Award Program”, or the “Quality Lion Award Program” – all programs require new members to meet requirements of a “check-list” in order to qualify for the recognition. (LCI 9604:MOD:004)

### 4. **Club Quality Initiative (Club Excellence Process)** – For the purpose of addressing issues, re-charging enthusiasm & identifying new & contemporary ways to serve the community & setting annual goals for club. For overview: Member Center> Lions>Strengthen Membership, “Club Quality Initiative (CEP)”.

a. Community Needs Assessment. Step-by-Step program to accurately assess the needs of your community: CAN MK-9 EN 9/09

b. How Are Your Ratings? – An evaluation & assessment form to assist leadership in evaluating the club. An excellent ‘checklist’ of issues. ME15B EN 4/13

### 5. **Two and Under Committee Program** – By PCC Dennis Gudbranson of the Bellingham Central Lions Club. This is a program designed to improve retention of new members during their first two years of membership. Call MD19 Office to obtain information.

### 6. **The Leadership Compass** – By PID Roger R. Richert. This deals with the 6 basic fundamental characteristics of any successful Lions club with discussion questions related to each of the 6 basics. Call MD19 Office to obtain information.

### 7. **For Want of an Effective Club Leadership Plan.** By PID Roger R. Richert. This is a statement on Club Leadership Needs utilizing reverse psychology. This is a “Spring Board” from the old tale: “For Want of a Nail.... The Kingdom Was Lost!”

### 8. **Exit Interview** – A guide for conducting an effective exit interview. This can be located in LCI’s Member Satisfaction Guide (ME-301), “Former Member Questionnaire”. A Dropped Member Report is located in this manual (page 22).

### 9. **New Member Orientation Guide** – A complete guide for orientation of new members. (ME-13a EN 8/12)

10. **Centennial Service Challenge**– “Hands On” service ideas which can be used as “retention” tools for club members. These Centennial Challenges focus on four different areas of service: Sight; Youth; Environment and Hunger. These are “hands on” service opportunities where Lions members can meet the needs in the community on a personal basis, reflecting the true meaning of our motto “We Serve!” Information about these challenges are located: Member Center>Serve>Centennial Service Challenge.

## B. Guides for Recruitment

1. **A Lions Club “Open House”** - Inviting member suggested of the community members to a special meeting to show off your Lions Club for the purpose of encouraging new member applications. This “Open House” program has been successfully utilized in Michigan. Clubs who follow the guidelines carefully averaged 10 new members. This program has now been edited to meet MD19’s needs and is being utilized as an MD19 recruitment program.
2. **The Club Membership Chairperson Guide**  
This guide (ME44 EN 6/13), explains the responsibilities of the Membership Team and provides tips and introduces available resources to assist you in your efforts.
3. **Steps to Develop a Successful Membership Marketing Plan**  
(See “30 Marketing Ideas” Item 7 below)
  - Step 1 – Identify your “Target Markets”
  - Step 2 – Review & Analyze Previous Programs
  - Step 3 – Chart Your Strategy
  - Step 4 – Allocate a Budget
  - Step 5 – Delegate
  - Step 6 – Follow-Up
4. **Developing a Successful Membership Plan (9701:MOD:008)**  
(This is similar to the above, however, is more detailed and is on an individual and separate flyer)
  - Step 1 – Build Your Team
  - Step 2 – Establish Your Objectives
  - Step 3 – Identify your “Target Markets”
  - Step 4 – Plan Your Strategy
  - Step 5 – Review and Analyze Previous Programs
  - Step 6 – Put It In Writing with a Time Line
  - Step 7 – Schedule of Events**
  - Step 8 – Allocate a Budget
  - Step 9 – Delegate
  - Step 10 – Follow up
  - Step 11 – Recognize Your Volunteers
  - Step 12 – Keep Your Members HappyThen go back to step one.
5. **Membership Is A Contact Sport – A 10-step program for successful recruitment**
6. **Community Needs Assessment** – A program whereby a club assesses the programs and services being provided to the local community. This requires contact

with community government, schools, businesses, etc. It shows the Lions Club as a leader in the community and attracts the attention of community leaders. It solves the concern for updated community needs but also can be a marketing tool. (MK-9 EN 9/09)

7. **From 30 Marketing Ideas** (MK-97 3/09) to light up your club:

- **Exhibit Marketing:**
  - Exhibit booth at your community festival
  - Exhibit at your local mall
  - Information table at your next project
  - Build your prospect list (from above activities)
- **Advertising:**
  - Advertise in the local newspaper, School and Community papers
  - Point of Purpose displays in local businesses
  - Radio
  - Billboards
  - Yellow pages & service directories
  - TV commercials and public announcement
  - Develop a web page
  - Place *The LION* Magazine in libraries, offices, etc.
- **Group Presentations:**
  - Audio-visual presentations to local organizations
  - Personal presentations by Lions as programs for local organizations
- **Personal Contact:**
  - One-on-one recruitment (Remember to “Ask!”)
  - Open House Program
- **Direct Mail:**
  - Letters – thanks, etc. to people who helped club
  - Multiple mailings – keep Lions name out in front
  - Club newsletters – To businesses & prospective members
  - Announcements of special club activities
- **Membership Campaigns:**
  - Lions Clubs International contests
  - Club contests
- **Retention (See Retention Section)**
  - Community Needs Assessment
  - Keep former members on your list
  - Monitor member activity
- **Quick Market Research**
  - Conduct a new member needs appraisal
- **Bonus:**
  - Conduct an exit interview

8. **How to Be Bridge Builders – A 3 for 1 membership growth program** by PDG Bill Ellis. A step-by-step process designed to involve all members of the club by working as teams.

9. **An Outline Program for Young Adult Recruitment** - By Roger R. Richert, PID. This program takes a look at the culture of the younger generation of service



minded individuals in our community and how a Lions club might better meet their needs and involve them in Lions service activities.

10. **Discussion questions** for marketing membership and clubs for the future - By International Past President Kay K. Fukushima (then PID) as presented at the 1996 USA/Canada Leadership Forum. This is a list of 55 questions to stimulate discussion among club members related to recruitment.

## **LION FOR LIFE**

### **A Program for Retention**

#### **INTRODUCTION:**

Lion for Life is a program to assist in “closing the back door” in our Lions Clubs. This program works one Lion at a time and starts when we bring in new members. Orientation, continued education, motivation and commitment are the basis for the program.

#### **BACKGROUND:**

We have no problem bringing in new members each year. However, as fast as we bring them into our clubs, they are leaving by the back door. New members are a very important part of Lions, but without retention all we are doing is powering the revolving door in our clubs.

Each year we struggle to maintain our clubs at the current levels. We are losing talented people because they are not orientated, educated or properly motivated to remain as Lions. Let's close this revolving door in our clubs.

#### **INTRODUCTION TO THE PROGRAM:**

The program starts when we bring a new member into our club. These new members need to be educated through a good orientation program, including an orientation book with a checklist as a part of it. The sponsor still has the same responsibilities as always but now they are assisted by two other Lions. Together they continually educate the new member about Lions and they help each other motivate the new member. This team has a two year commitment. A person who is properly educated, oriented and motivated will remain a member of your club and will also bring in other new members who will have new ideas and can breathe life into a Lions Club.

#### **PROGRAM OVERVIEW:**

1. A new Member is recruited to be a part of our organization
2. The prospective member is given an idea of what the expectations are to be a member of the Lions Club.
3. Once the new member agrees to join, they are given an orientation that outlines information about the club they are joining as well as the zone, district and Lions Clubs International.
4. A team of three is formed to work with the new Lion for the next two years. One of this team is the members' sponsor and the other two are to assist in the education, orientation and mentoring of the new member. A checklist that is part of the orientation guide is used to ensure that the new Lion is given the best opportunity to serve.
5. Regular status checks are done throughout the two years to ensure that the new member can be given updates and the team can watch for problem areas to make sure the back door is not opened.

## **BENEFITS OF THE PROGRAM:**

- ◆ New leadership in our clubs
- ◆ Healthy Lions Clubs
  - Assists to re-educate current Lions
  - Assists in renewing enthusiasm in current Lions
- ◆ New Lions bring new energy and new projects
- ◆ New Lions bring NEW LIONS

## **ORIENTATION MANUAL**

A generic Member Orientation Manual ready to be adapted to your club can be downloaded from the MD19 website: [www.lionsmd19.com](http://www.lionsmd19.com) Graphics can be added as well as information pertinent to your club and new members. It includes an Orientation Checklist, a history of MD19 and Lions Clubs International, Officer descriptions and duties, facts regarding LCIF (Lions Clubs International Foundation) and “Frequently Asked Questions and Answers” regarding our Association.

## **MEMBER DEVELOPMENT GUIDE**

Below are some of the Lion for Life Resources also found on the MD19 Website

Program Brochure

Sample Club Commitment Letter

Success Stories / Clubs Helping Clubs

Sample Orientation Guide Worksheet

LCI Member Development Materials

MD19 Lion For Life Growth Award Introduction

MD19 Lion For Life Growth Award-Club Commitment

## **FOR MORE INFORMATION:**

Contact PDG Doug Hall

8910 NW 9<sup>th</sup> Ave.

Vancouver, WA 98665

Email: [liondoug@gmail.com](mailto:liondoug@gmail.com)

(360) 574-2861

Or go to [www.lionsmd19.com](http://www.lionsmd19.com) and click on Lion for Life on the left hand column.



## MEMBERSHIP

### SUGGESTED POSITIVE POLICY & PROCEDURES

**When your club is thinking about dropping a member, please keep in mind:**

1. Attendance at regular meetings is **not** mandatory
2. Working on Lions Club projects or going on a visitation to another Lions Club is considered a makeup meeting.
3. A member, who is working, is sick, on holidays or on Military duty is automatically excused from meetings.
4. If there is an issue with non-payment of dues, would creating a payment schedule semi annually or quarterly help? It is something to consider.

Dropping a Lion requires action by the Club's Board of Directors. It is not the sole responsibility of the Club Secretary or Treasurer. If you have Lions the club is thinking of dropping:

- Contact the members by telephone or letter first to see if they would like to remain members of your club.
- If no response, check with their sponsor
- If they are paid up members, why is the club thinking of dropping them? They appear to support the mission of Lions by paying their dues and they are helping with administrative expenses, so why drop them?
- If they have moved, figure out where they are currently located and transfer them. People are sometimes quite diligent in changing their address for *The Lion* magazine. This updates their address online; thus checking your club records online with Lions Clubs International could reveal their new mailing address.
- Discuss any proposed action with your Lions Club Executive **before** taking any action.
- An exit survey should be filled out on any Lions leaving the club.

If you have questions about the procedure you should follow, discuss the situation with your Zone Chairperson or District Governor.

#### **Reinstatement of Membership (Lions Clubs International Standard Club Constitution & By-Laws**

By-Laws, Article 1 – Membership: Section 5. Reinstatement of Membership. Any member dropped from membership in good standing may be reinstated by the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.



## INDUCTION CEREMONY SUGGESTIONS

The induction of new members into a local Lions Club can take a variety of forms depending upon the customs and activities of the club and district. In order to lend dignity and importance to the induction ceremony it should be performed by the Club's Induction Team or a well respected Lion.

Following are suggested items which can be included in the induction ceremony:

- ◆ Give a brief history of The International Association of Lions Clubs. (See "Lions Education Presentation" at the back of this material)
- ◆ Present a short history of your club and its current activities.
- ◆ Stress that membership is by invitation and that the member being inducted is welcomed by the entire membership.
- ◆ Remind the new member of their obligations to the club and the international association.
- ◆ Administer the oath (suggestions follow).
- ◆ Present a New Member Kit with a description of its contents.
- ◆ Explain a sponsor's responsibilities.
- ◆ Welcome the new member into the Lions association on behalf of the club and district.

## A SUGGESTED OATH

"Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you repeat after me:

"I do hereby accept membership in the \_\_\_\_\_ Lions Club, and pledge to support the activities of this club. To the best of my ability I will abide by the Lions Code of Ethics, attend meetings regularly, fulfill the assignments for which I have volunteered and contribute my share to the programs of my club, district, and Lions Clubs International."

"Your sponsor will now present to you the Lions emblem pin which signifies this membership."

## PRESENTATION OF PIN

*(Sponsor present pin to new member)*

"Now I would like to ask your sponsor, \_\_\_\_\_ to respond to my words with a simple 'I Will.'"

“Will you fulfill the following obligation:

- ◆ Make your new member feel welcome;
- ◆ Introduce your new member to all club members;
- ◆ Provide your new member with information about the club, its officers and constitution;
- ◆ See to it that assignments are given immediately, thereby enabling the new member to become an active Lion;
- ◆ Arrange for orientation sessions on the Lions;
- ◆ Be ready to answer any questions that might arise;
- ◆ Encourage the new member to discuss with you any problems and offer possible solutions,
- ◆ Assist the new member in developing into an outstanding Lion?”

“I Will”

## **CLOSING STATEMENT**

“\_\_\_\_\_ wear your Lions pin with pride. We now congratulate you and welcome you into the greatest of all service club organizations...The International Association of Lions Clubs.

On behalf of the club, I now present you with your official Certificate of Membership and a New Member Kit which will help you get off to a good start in your life as a Lion.

We are all proud and happy to have you as a member of the \_\_\_\_\_ Lions Club.”

## Lions Education (Orientation)

It has proven to be more effective to divide this information into several segments and present at two or three different meetings rather than all at once, because there is so much information. Example: 1. The first presentation could cover Club projects and activities including social events.

2. The second Education Session could explain the District organization including Zone Chairpersons and District Cabinet positions. If your District has one particularly outstanding project that the entire district supports, such as a youth camp or Lions Quest, a speaker could be brought in to talk about this particular project as part of the education seminar.
3. The final presentation could include a general overview of Lionism touching on the history of Lions and the International organization with the International officers and projects.

Be sure to explain the expectations of the new Lion. Including dues, dress codes, etc.

These presentations could be at a regular club meeting and take the place of an outside speaker; or they could be presented at a special club meeting, which would include spouses; or at a regularly scheduled Zone Meeting.

## Lions Clubs International

### Mission Statement of International Association of Lions Clubs:

“To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs.”

Lions’ Motto: “We Serve”

### General Information about the Lions today:

Please update the following information from the most recent Lions magazine before presenting.

<b>Membership:</b>	Members	1,445,591 Million
	Clubs	46,385
	Districts	743
	Countries & Geographical Locations	210

Lions International Headquarters: Oak Brook Illinois, USA

Multiple District 19 Headquarters: Bellingham, WA

International Officers, 2017-18	<b>Naresh Aggarwal</b>	International President
(Update information from International Roster)	<b>Robert E. Corlew</b>	Immediate Past President
	<b>Gundren Bjort Yngvadottir</b>	1 <sup>st</sup> Vice President
	<b>Jung-Yul Choi</b>	2 <sup>nd</sup> Vice President
	<b>Haynes Townsend</b>	3 <sup>rd</sup> Vice President

Multiple District 19 has been well represented on the Lions International Board with 23 Lions from MD19 having served as International Directors over the years.

## **In the Beginning . . . . .**

Our founder was Melvin Jones, a Chicago insurance agent. The first organizational meeting was held June 17, 1917 at the LaSalle Hotel in Chicago. Melvin Jones presented to a group of separate business clubs the idea of consolidating the individual clubs into one strong influential club with the goal of helping the community and serving humanity.

The first annual convention was held in Dallas Texas in October 1917, with 36 delegates from 22 clubs and 9 states attending. William P. Woods of Indiana was elected as the association's first President. Founder Melvin Jones was named acting Secretary, a position he held until 1961. The Constitution and By-Laws were adopted. The colors of Purple & Gold were adopted as the Lions official Colors.

The color purple represents loyalty to country, friends, to one's self and to the integrity of mind and heart. It is the color of strength, courage and dedication to a cause.

The color gold symbolizes sincerity of purpose, liberality in judgement, purity in life and generosity in mind, heart and purse toward mankind.

## **An International Organization Created:**

Lions became truly international in 1920 with the formation of the Border City Lions Club in Windsor, Ontario. Clubs were later organized in China, Mexico and Cuba,

By 1927 there were 60,000 Lions in 1,183 Clubs

In 1936 Panama became the first Central American club and Columbia became the first South American club.

In 1948 clubs were chartered in Sweden, Switzerland and France.

In 1952 clubs were chartered in Japan. During that same year a milestone was reached when Lions International reached 1,000,000 members.

The Lioness Program was started in the 1970's.

The Leo Program was started in 1957.

Women were invited to become Lions in 1987.

We have continued to form new clubs in countries around the world including countries that were formerly behind the Iron Curtain of communism.

For more information read [We Serve: A History of the Lions Clubs](#) by Paul Martin (Lions Clubs International)

## **Multiple District 19**

**Mission Statement of Multiple District 19 Lions:**

The MD19 Lions vision is to strengthen their local and global communities through service and fellowship fulfilling the Lions motto, "We Serve".

## **History of Multiple District 19:**

Currently includes all of Washington, Northern Idaho (panhandle) and most of British Columbia

When Lions International first came to the northwest, the states of Washington, Idaho, California and Nevada formed one large District.

The groundwork for the first clubs in Washington began in the 1920's and the following 9 clubs became District 19:

March	1920	Seattle-Central	May	1920	Everett-Central
February	1921	Vancouver, B.C.	November	1921	Tacoma
March	1922	Spokane-Central	March	1922	Wenatchee
October	1922	Bellingham-Central	December	1922	Yakima
November	1923	Longview-Pioneer			

In 1921, the International Board of Directors completely redistricted Lions International. California and Nevada became a separate district and Washington, British Columbia and Northern Idaho became District 19.

The first District 19 convention was held in Seattle in 1923 with a representation of 9 clubs and 465 members.

At the District 19 convention held in Spokane WA, in 1948, District 19 became Multiple District 19 with 5 Districts: A, B, C, D, & E. Each District had its own District Governor. The position of Cabinet Secretary (later called Multiple District Secretary & Executive Secretary/Treasurer) was instituted. At that time, we had 15 Zone Chairpersons, 136 clubs and 7595 members.

In 50-51 District F was created from Districts E&D Multiple District.

In 63-64 District G was created from District C Multiple District.

In 66-67 District H was created from District A Multiple District.

In 70-71 District I was created from Districts A&H.

Since its humble beginning in 1921, Multiple District 19 has grown to

*9 Districts*

*417 Clubs*

*64 Zones*

*11,355 members.*

(Please update this information from the MD19 stats – found on the MD19 website: [www.lionsmd19.com](http://www.lionsmd19.com))

For a more detailed history read the attached: “A History” by PID Orly Sorrel & Past Executive Secretary/Treasurer Gordon Smith. (MD19 Office)

## Council of Governors:

The MD19 Council of Governors is charged with the responsibility of overseeing the operations of the Multiple District. This governing body meets at least three times a year and these meetings are open to any Lion wishing to attend.

The Council of Governors is made up of the following:

Council Chairperson

Vice Council Chairperson

Immediate Past Council Chairperson

District Governors & Immediate Past District Governors from:

Districts A, B, C, D, E, F, G, H, & I.

The seated International Director from Multiple District 19, if there is one, and the Executive Secretary/Treasurer both sit on the Council as non-voting members.

**Council Officers today:** *(Please update this information from the current MD19 Roster)*



Council Chairperson,  
Vice Council Chairperson,  
Past Council Chairperson,  
Seated International Director from MD19  
Executive Secretary/ Treasurer,  
9 District Governors and 9 Immediate Past District Governors

Jon Whitman  
John Kirry  
Enoch Rowland

Peter Anderson

## Your District, 19- \_\_\_\_\_:

District Governor \_\_\_\_\_

Vice District Governor \_\_\_\_\_

# \_\_\_\_\_ Zone Chairpersons (List names and their home Clubs in each Zone)

Zone	Name	Home Club
------	------	-----------

# \_\_\_\_\_ District Committee Chairpersons such as Diabetes Awareness, CARE etc. (List)

## Officers of Your Lions Club:

President \_\_\_\_\_ Membership \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_ Lion Tamer \_\_\_\_\_

2<sup>nd</sup> Vice President \_\_\_\_\_ Tail Twister \_\_\_\_\_

Secretary \_\_\_\_\_ Past President (Greeter) \_\_\_\_\_

Treasurer \_\_\_\_\_

Directors 1 year \_\_\_\_\_

2 year \_\_\_\_\_

## Multiple District 19 Projects and Foundations:

- In 1958 the CARE Program was adopted.
- In 1969 The Sight Conservation Eye Bank Program, now known as the Northwest Foundation for Sight and Hearing was adopted. The MD19 Lions support the White Cane Days and Hearing Days, which are two of the annual fund-raisers for this Foundation.
- In 1970 The Lions Society for Crippled Children, now known as the B.C. Lions Society for Children with Disabilities, was adopted at the Convention in Penticton, B.C.
- In 1980 the MD19 Hearing Foundation was approved. The Hearing program now has two foundations: The B.C. Hearing Conservation Society and the Northwest Foundation for Sight and Hearing.

- We also support and promote Diabetes Awareness, Environment Awareness, Journey for Sight, LCIF, Lions Foundation of Canada, Lions Youth Outreach, Lions Youth Exchange Program, Lions Quest and Drug Awareness

**Your District 19 \_\_\_\_\_ Projects and Foundations:** (List)

**Your Local Lions Club Projects:** (List)

All Lions Clubs have projects and fundraisers that are specific to their clubs and the variety of these are too numerous to mention. *(When presenting this portion of the program, you should mention the projects specific to your club.)*

**How to Be a Well-Informed Lion:**

There are a variety of ways Lions can keep up to date with what is happening in their Club, Zone, District, Multiple District and Lions International:

**Attend:**

**Your own Club Meetings**

Visit other Clubs  
Zone Meetings

**District Cabinet Meetings**

MD 19 Council Meetings  
District & Multiple District Conventions

**Read and or Help Produce:**

Club Monthly or Semi-monthly Newsletter  
Zone Chairperson’s Monthly Newsletter  
District Governor’s Monthly Newsletter  
MD 19 Semi-monthly Newsletter – *The Border Crossing*  
International Magazine – *The Lion* Each Lions member receives a copy of this publication.

Ask your Secretary to distribute or post the various newsletters that come to your club. This is for your information as a Lions Member. If you have questions, ask your Zone Chairperson, District Governor, or the MD 19 Office.

**General Information. (Trivia)**

1. Lions International is the only service organization to have consultant status at the U.N.
2. *The Lion* – The official Lions magazine First volume published in 1918
3. Currently *The Lion* is published in 27 Editions and 13 Languages. It is now available in a digital format.
4. Lions Flag carried by Admiral Byrd to the North Pole in 1926 and the South Pole in 1929.
5. Lion George A. Bonham of Peoria, Illinois noticed the need to have identification for the Blind. From this came the first White Cane with a red band to identify sight-impaired people. By 1956 all states had passed the White Cane Safety Laws.
6. LCIF founded in 1968 has evolved into the most ambitious project undertaken by Lions Clubs International; under the umbrella of LCIF, the SightFirst program was created with a goal of \$130 million US to reverse preventable blindness. It was estimated that 80% of the blindness in the world is preventable. One person every 30 seconds goes blind.

## **Conventions & Leadership Seminars to Attend:**

- |                             |   |
|-----------------------------|---|
| International Convention    | A 5-day convention attended by Lions from around the world. It is held in various locations in late June or early July. Voting for International Officers and amendments to the International Constitution & By-Laws, exchange of ideas between Lions from around the world and panels are some of the activities of this convention. |
| MD19 Annual Convention      | A 3-day convention attended by MD19 Lions. It is held each October at various locations within the boundaries of MD19. Voting for Multiple District Officers and amendments to the MD19 Constitution & By-Laws, Contests & Awards competitions, and seminars are some of the activities of this convention.                           |
| USA/Canada Forum            | A 3-day leadership forum for Canadian and US Lions held in either Canada or the US during September each year. Great speakers and leadership seminars are offered at this forum.  |
| District Spring Conference  | A 1 or 2-day event held annually within each District. Election of District / MD19 Officers, voting on District Constitution & By-Laws amendments, panels, and social events are activities of this Conference.   |
| Lions Leadership Institutes | These leadership enhancement sessions, for Emerging and Senior Lion Leaders are a great investment in the leadership of a club, district or multiple district. They are conducted by Lions Clubs International in the fall and spring each year.  |

## **Duties of Multiple District, District, Zone and club Officers:**

### **Council Chairperson**

Chairs the three Council Meetings held each year at the Fall Forum, the Winter Council Meeting and at the Annual Convention. The Council Chairperson Appoints the MD19 Committee Chairpersons and members for his/her year in office. The selections must receive final approval of the Council of Governors. Chairs the General Plenary Sessions at the Fall Forum and Annual Convention.

### **MD19 Office**

The purpose of the MD19 Office is to serve as the central administrative point for Multiple District 19. It exists to provide service to the multiple district/district/zone/club officers and the Lion, Lioness and Leo members of MD19. It maintains the membership and financial records for each district and MD19.

The MD19 Office is the networking link of the Multiple District. Under the MD19 Constitution & Bylaws, the office plans the MD19 Fall Forum and the MD19 Annual Convention each year, prepares and mails bulletins to all clubs, publishes an MD19 Roster which is mailed to each club, which includes the MD19 Contest and Awards Book and the MD19 Constitution & By-Laws. It is also responsible for overseeing mailings for, and the organization of, Council Meetings.

## **District Governor**

The District Governor is the official Lions Clubs International representative within the District and as such visits each of his/her clubs at least once during his/her term of office. He/she sends a monthly newsletter to each club within the District to share vital information about the District. Each year the Governor hosts a District Conference, working with the Conference Chairperson to insure that all processes are in place for voting, panels, Contest & Awards and a Memorial Service giving the Lions, Lioness and Leos the opportunity for fun, fellowship and learning.

## **1<sup>st</sup> Vice District Governor**

The 1<sup>st</sup> Vice District Governor assists the District Governor in much the same manner that a Vice President assists a President. He/she works with weak clubs, following up on problems within the clubs as well as filling the role as Facilitator of the District's Leadership, Extension, Membership / Public Relations Team.

## **2<sup>nd</sup> Vice District Governor**

His or her role is subject to the supervision and direction of the District Governor and shall be an assistant in the administrative of the district and representative of the District Governor.

## **Zone Chairperson**

The Zone Chairperson is the liaison between the District Governor and the clubs within the Zone. He/She closely associates with the clubs and holds three Zone Meetings to provide an opportunity for the clubs to share ideas and information. The Zone Chairperson produces a monthly newsletter to keep his/her clubs informed. He/She visits each club within the Zone prior to the District Governor's visit to inform the clubs of protocol required for the District Governor's visit and accompanies the District Governor on his/her official visit.

## **Club President**

He / She is the Chief Executive Officer of the club and chairs all regular and board meetings. With the assistance of the Board of Directors, appoints committee. The Club President is an active member of the Zone Advisory Committee in which his/her club is located. The Club President should be familiar with standard parliamentary procedures and be able to conduct a meeting according to these procedures. The Leader who inspires and motivates.

## **Immediate Past President**

Assists the President in any way possible without infringing on the position of President. He/she should be available to offer advice and support to the President when asked.

## **Vice President(s)**

A President in Training who is available to step in to conduct a meeting if the President is unable to perform this duty. In some clubs the Vice Presidents oversees selected Committees.

## **Secretary**

He/she keeps all records pertaining to the operation of the club, the status of the members. Submit required membership and activities reports to MD19, Lions Clubs International, the District Governor, Vice District Governor, and Zone Chairperson. The Secretary is responsible for all club correspondence and should act on instructions from the Board of Directors. The Secretary is responsible (unless a Lion has been appointed to this task) for ordering all club supplies. The

Secretary or Treasurer is responsible for issuing statements to members for dues and any other items due the club. The Club Secretary is an active member of the Zone Advisory Committee.

## **Treasurer**

The Treasurer is the banker for the club and is responsible for the distribution of any funds within the club. He/she is required to set up accounts as directed by the Board of Directors and to insure regular financial reports are available to the Board of Directors and members of the club. At the direction of the Board of Directors, the Treasurer pays all bills. The Treasurer shall insure that any checks/cheques issued by the club have two signatures on them and are properly recorded. He/she may be asked to collect the money for meals at each meeting.

## **Lion Tamer**

The Lion Tamer is the caretaker of the club's paraphernalia and is responsible for having all equipment in place before the meeting starts. In some clubs the Lion Tamer is responsible to greet guests and supply a list of these visitors to the President before the meeting starts so they can be introduced properly. The Lion Tamer may be asked to collect meal money at the meetings to be given to the Treasurer.

## **Tail Twister**

The Tail Twister creates fun at the regular club by playing pranks, imposing fines (in good taste) for various reasons and running contests. The funds raised can be used for any administration purpose the club decides on. A good use of Tail Twisting funds is for the club convention fund and is used to assist members financially to attend district conferences and multiple district conventions.

## **Directors**

Assist the President in the formation of the policies and procedures of the club and insure that these are followed. Directors shall also oversee the various committees of the club and insure reports are submitted to the club on the status and progress of such committees.

# Dropped Member Report

DISTRICT / ZONE \_\_\_\_\_ CLUB \_\_\_\_\_

NAME OF DROPPED MEMBER \_\_\_\_\_

HOW LONG A MEMBER \_\_\_\_\_

HOW WAS DROP INITIATED?:

MEMBER? \_\_\_\_\_ BOARD OF DIRECTORS? \_\_\_\_\_ OTHER? \_\_\_\_\_

WHO CONTACTED MEMBER?:

MEMBERSHIP / RETENTION DIRECTOR? \_\_\_\_\_

MEMBER OF MEMBERSHIP RETENTION COMMITTEE \_\_\_\_\_

SPONSOR \_\_\_\_\_

OTHER? (SPECIFY) \_\_\_\_\_

WAS RETENTION DISCUSSED WITH MEMBER? \_\_\_\_\_

WAS A LEAVE OF ABSENCE CONSIDERED? \_\_\_\_\_

WAS MEMBER-AT-LARGE STATUS DISCUSSED? \_\_\_\_\_

WAS A MEMBERSHIP STATUS CHANGE DISCUSSED? \_\_\_\_\_

WAS TRANSFER TO ANOTHER LIONS CLUB DISCUSSED? \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ MEMBERSHIP/RETENTION DIRECTOR

.....

FOR CLUB SECRETARY

IF MEMBER MOVED, WAS TRANSFER FORM SENT TO INTERNATIONAL? \_\_\_\_\_

IF NOT, STATE REASON

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PLEASE MAKE SEVERAL COPIES OF THIS FORM SO YOU WILL HAVE SOME ON HAND!

## COMMONLY USED ABBREVIATIONS IN LIONS

<b>MD19:</b>	<b>MULTIPLE DISTRICT 19</b>
<b>LCI:</b>	<b>LIONS CLUBS INTERNATIONAL</b>
<b>LCIF:</b>	<b>LIONS CLUBS INTERNATIONAL FOUNDATION</b>
<b>CARE:</b>	<b>COOPERATIVE FOR ASSISTANCE AND RELIEF FOR EVERYWHERE</b>
<b>NWLF:</b>	<b>NORTHWEST LIONS FOUNDATION</b>
<b>LBCHCS:</b>	<b>LIONS of BC HEARING CONSERVATION SOCIETY</b>
<b>YEP:</b>	<b>YOUTH EXCHANGE PROGRAM</b>
<b>CNIB:</b>	<b>CANADIAN NATIONAL INSTITUTE FOR THE BLIND</b>
<b>CST:</b>	<b>CLUB SUPPORT TEAM (includes the following: Leadership, Extension, Membership, Public Relations, Retention and Service)</b>
<b>GAT:</b>	<b>GLOBAL ACTION TEAM</b>
<b>DST:</b>	<b>DISTRICT SUPPORT TEAM (for MD19)</b>
<b>CC:</b>	<b>COUNCIL CHAIRPERSON</b>
<b>VCC:</b>	<b>VICE COUNCIL CHAIRPERSON</b>
<b>IPCC:</b>	<b>IMMEDIATE PAST COUNCIL CHAIRPERSON</b>
<b>PCC:</b>	<b>PAST COUNCIL CHAIRPERSON</b>
<b>DG:</b>	<b>DISTRICT GOVERNOR</b>
<b>DGE:</b>	<b>DISTRICT GOVERNOR ELECT</b>
<b>VDG:</b>	<b>VICE DISTRICT GOVERNOR (1<sup>st</sup> or 2<sup>nd</sup>)</b>
<b>VDGE:</b>	<b>VICE DISTRICT GOVERNOR ELECT</b>
<b>IPDG:</b>	<b>IMMEDIATE PAST DISTRICT GOVERNOR</b>
<b>PDG:</b>	<b>PAST DISTRICT GOVERNOR</b>
<b>ID:</b>	<b>INTERNATIONAL DIRECTOR</b>
<b>PID:</b>	<b>PAST INTERNATIONAL DIRECTOR</b>
<b>IP:</b>	<b>INTERNATIONAL PRESIDENT</b>
<b>PIP:</b>	<b>PAST INTERNATIONAL PRESIDENT</b>
<b>ZC:</b>	<b>ZONE CHAIRPERSON</b>
<b>ZCE:</b>	<b>ZONE CHAIRPERSON ELECT</b>
<b>PZC:</b>	<b>PAST ZONE CHAIRPERSON</b>

## **A History of the Multiple District 19 Lions**

(As gleaned from the Archives of Lions Clubs International and Multiple District 19 by Past International Director Orly J. Sorrel and Past Executive Secretary/Treasurer Gordon F. Smith - October, 1998)

The first Lions Club Convention was held on October 8-10, 1917, in Dallas, Texas, with 36 delegates representing 22 clubs all located in the United States. At the time of this convention, there were six other clubs in existence or being formed. An article in the Dallas Morning News dated October 8, 1917, concluded with,

“Although this will be the first international (Lions) convention, delegates said the gathering will be more in the nature of a meeting than a convention. The meeting today, tomorrow and Wednesday will be to perfect the organization and to make plans for its expansion.”

At the first Convention, the delegates elected a President, First and Second Vice Presidents, Secretary/Treasurer, two Three-year Directors, two Two-year Directors and two One-year Directors. The delegates chose purple and gold as the Lions' colors and Melvin Jones was authorized to open an office in Chicago. The Lions Objects and Code of Ethics were drafted at this convention as well.

At the second convention, held August 19-21, 1918, in St. Louis, Missouri, the first district officers were appointed. The country was divided into single districts for organization and administrative purposes, appointing a District Governor for each district. These first districts were numbered from west to east with California, Nevada, Oregon, and Washington comprising District One. Our first District Governor was Jesse Robinson of Oakland, CA. The first Extension Chair of the Lions organization was G.M. Cunningham whose official title was National Organizer. In November, 1918, it was announced in the first issue of “The Lion” magazine that the number of District Governors had been increased from three to nine.

Lions became an international organization March 12, 1920, with the establishment of the Border Cities Lions Club in Ontario, Canada. The club was later named Windsor and was joined by clubs formed in Toronto and Hamilton Ontario.

At the 1921 convention in Oakland, the Board of Directors redistricted the whole country and District One became District Four. When the District Governor of District Four reported that he could not efficiently administer the Lions activities in the Pacific Northwest, the Board, at an emergency meeting, formed Washington, Oregon, and British Columbia into District 19, a provisional district, with California and Nevada remaining as District Four. It is not clear when British Columbia was added to District Four prior to the division into Four and Nineteen.

The official records regarding the first club in what is now known as MD19 are not clear or complete. It appears that in March of 1920 the Seattle Lions Club was organized, but canceled in February 1921, because apparently they were waiting to have 100 members signed up before being chartered. The club reorganized in August, 1921. Meanwhile in May of 1920, the Everett-Central Lions Club was organized, sponsored by the Seattle Club. The Everett-Central Lions Club was officially chartered in 1920 before the Seattle-Central Lions Club was reorganized so they, the Everett-Central Lions, lay claim to being the first chartered Lions Club in this area even though Seattle-Central is listed as the first organized club in MD19! The oldest Lions Club in British Columbia is the Vancouver-Central Lions Club (1921); however, the Spences Bridge and District Lions Club (cancelled in 1961) was the first club chartered in B.C. Tacoma, WA was the third club organized in November, 1921.

On March 2, 1922, the Spokane-Central and on March 22, 1922, the Wenatchee-Central Lions Clubs were organized. In April, 1922, with all of our clubs (Seattle, Everett, Tacoma, Spokane, Wenatchee, and Vancouver) represented at a conference in Everett, WA, Ray Bigelow of Seattle was elected District Governor and scheduled the first district convention in Seattle for the following year. By that time, May 21,



1923, we had the required 8 clubs (465 members) to be recognized as a full fledged district with the Bellingham-Central Lions Club having been organized in October, 1922, and the Yakima Lions Club having been organized in December, 1922. However, at the Association Convention that year, Bigelow was elected Third Vice President of the Association. It should be noted that the International Association did not automatically promote Vice Presidents to President at that time. The reason Vice President Ray Bigelow did not continue on is not known. At another meeting/conference held in Seattle, (August, 1922,) a replacement District Governor was elected by the six clubs. This time the delegates elected a Governor from Portland, Oregon. (The Portland Lions club was organized in 1921.) The Longview-Pioneer Lions Club was organized in November, 1923.

In 1925, due to rapid growth, the Association separated Oregon from District 19 making it District 36 leaving our district with 13 clubs and 830 members. By 1936 District 19 had grown to 30 clubs with 1287 members. Recognizing the need for some sort of District organization, the local leaders such as Ray Bigelow, of Seattle-Central Lions (3<sup>rd</sup> International Vice President 1922-24), Harlan Payton of Spokane-Central Lions, Harry Cahalen of Yakima Lions; and Abe Lund of Seattle-Central Lions set up the "Board of Control". The Board consisted of the District Governor, two Deputies (one east of the mountains and one west), a District Secretary, and 3 Board of Control Members. All but the Deputies were elected at the district convention. The Deputies were appointed after consultation with the leaders on either side of the mountains.

International developed a new plan of organization in 1927 dividing districts into zones. The first information was not too clear regarding zone boundaries and the functions of the Zone Chairpersons. Each district elected a District Governor who appointed his Cabinet, Secretary, Deputy District Governors, and Zone Chairpersons. The first real effort to form a standard organizational plan involving cabinets and various districts in this District (only slightly resembling the present organization) came about under District Governor John Lampert of Yakima, 1930-31.

According to Association records, Northern Idaho somehow became attached to District 19 in 1936, although none of the existing MD19 Idaho clubs were organized until June of 1941 (Bonners Ferry and Coeur d'Alene). Sometime around 1943, Alaska became attached to District 19 for a very brief period until the area was reorganized aligning Alaska with the Northwest Territories before it ultimately becoming District 49 by itself.

In 1939 District 19 had grown to 55 clubs from the original nine clubs in 1923. These clubs were governed by one District Governor and five Deputy District Governors. In those days, the Deputy District Governors and Zone Chairpersons were observed during the year and their abilities weighed. The outstanding Deputy of the five was usually elected District Governor and the outstanding Zone Chairpersons were appointed Deputies. Each summer or early fall, the Zone Chairpersons and Deputy District Governors met for a rather intensive indoctrination course. Each was given a folder outlining his responsibilities.

By July of 1944, the Association had 4,447 clubs and 177,579 members in 13 countries, having expanded into China and Ibero-America; District 19 had 87 clubs and 3,678 members. There were still five regions each with a Deputy District Governor and Zone Chairpersons.

Through the year 1946-47, District 19 had always been organized and administered as a "single" district with a district cabinet comprised of the District Governor, Deputy District Governors, Zone Chairpersons, and Cabinet Secretary. With 111 clubs and 6,254 members in June of 1946, effective administration by a single District Governor had become impractical. While traveling on the ferry from Victoria to Vancouver, District Governor Jack Peddycord, Bellingham-Central Lions; Immediate Past District Governor Don Wike, Walla Walla-Downtown Lions; and District Secretary Virgil Warren, Spokane-Central Lions worked out the original organizational plan, which we basically follow today. Their goal was to take the best parts of all plans and come up with the best Multiple District organizational plan in the International Organization. These men chose not to adopt the standard form multiple district organization, i.e. a multiple district council comprised of the district governors, one of whom the council members themselves elected chairman of the council (traditionally the governor hosting the annual multiple district convention).

In 1947-48, their plan was initiated with the district being completely reorganized into a multiple district composed of Washington, Northern Idaho, and British Columbia with 138 clubs and 5 districts. The District Governor's Office was changed to that of Chairman of the Cabinet with this officer being elected at the annual multiple district convention. The regions were renamed districts (sub-districts) with the 5 Deputy District Governors becoming 5 District Governors. These District Governors were elected at their district meetings held in conjunction with and at the annual multiple district convention instead of at their own respective sub-district conventions, the usual or standard association practice. The District Secretary's Office was retained as Cabinet Secretary since there was only going to be one Cabinet. The organizers did not see the need of additional officers so the office of Deputy District Governors was eliminated. There were 15 Zone Chairpersons and this office assumed more importance. The Zone Chairpersons were elected by a "zone council" comprised of the club presidents and secretaries in the zone instead of being appointed by the District Governor, the standard association practice.

The first Chairperson of the Cabinet was elected in the same manner as the District Governor had been under the prior organizational structure. Henry Backstrom of Arlington, who had previously served as Deputy District Governor, became the first Cabinet Chairperson under the new plan. The new organizational structure was submitted to the clubs for approval as provided in the Constitution and By-Laws, but there were no qualifications included in the plan for a candidate desiring to run for Cabinet Chairperson. Later the By-Laws was changed to provide that only Past District Governors could run for this position.

Many officers from other districts have written for our organizational plans. The advantages are many. We have preserved a single district operation, yet have individual sub-districts that are united by mutual interests and needs. We have one Executive Secretary-Treasurer who serves from year to year, which provides continuity rather than having a new Cabinet Secretary appointed each year. Our single Council is organized in a manner that provides for equal representation from each district, and encourages strength and unity.

In 1950-51, District 19-F was created from Districts 19-E and 19-D resulting in 6 District Governors and 23 Zone Chairperson. The Multiple District had 176 Lions Clubs at this time. Lions Clubs International's growth mirrored our own. By July, 1954, the Association had nearly doubled to 11,024 clubs, 501,488 members in 50 countries. The International Board of Directors was comprised of the five Executive Officers: President, Immediate Past President, and three Vice Presidents and a varying number of International Directors.

In 1958, C.A.R.E. (now just known as CARE) was adopted as a Multiple District project and has been given strong support since that time.

In 1961, the Lions International Special Representative (Extension Representative) to Multiple District 19, Jack Cooper died of a heart attack. Gordon Smith, Multiple District 19 Cabinet Secretary was hired by Lions International to assume Jack's duties. It was the Special Representative's job to extend Lions Clubs throughout Multiple District 19. This position was held by Gordon Smith until his retirement in 1985. When Lions Clubs International decided they were not going to support this program financially, the Council of Governors voted to budget the funds to increase Gordon Smith's salary in order for him to continue as the extension representative in the MD19 area, as well as serving as the Multiple District Secretary/Treasurer.

Much of the International Association's growth was outside the United States and the clubs, districts and countries around the world continued to clamor for more representation on the Association Board. A fair and representative plan was not developed until 1962, at which time the association had 16,502 clubs, 655,237 members in 99 countries. At this time MD19 had 275 clubs and 10,875 members. In 1962, the International Board of Directors divided the world into eight geographical areas with 26 directors: 15 from the U.S.A. and affiliates; one from Canada; one from Mexico; three from Ibero-America; three from Europe; one from the Orient and Southeast Asia; one from Africa and Southwest Asia; and one from Australia and the South Pacific.

After Gordon Smith's retirement, Lions Clubs International hired a Lion named Harvey Calame to be the Extension Representative for all of MD19 and Oregon (MD36). When Harvey died of a heart attack in the summer of 1986, this position was not filled by a paid staff member. Extension work was done by individual Lions on a volunteer basis and there was no real continuity in the program. Since that time, several different extension programs have been tried with varying results. At the present time, Lions Clubs International has initiated a new program, which provides for the appointment of Leadership, Membership and Extension Chairpersons. These positions are volunteer positions and the Chairpersons serve for three-year terms.

With continued growth in membership and the number of Lions Clubs, the following divisions took place within Multiple District:

1963-64	District 19-C was divided to create Districts 19-C & 19-G. MD19 now had 299 clubs and 7 District Governors.
1966-67	District 19-A was divided and created District 19-H. MD19 had 321 Lions Clubs, 8 Districts, 31 Zone Chairpersons, and 12,595 members.
1970-71	Districts 19-A and 19-H were reorganized to create District 19-I. This resulted in the current 9 Districts but with only 46 Zone Chairpersons and 375 Clubs.
1992-93	MD19 had increased to 73 Zones with 543 Lions Clubs
1997-98	MD19 has 71 Zones and 540 active Lions Clubs

In 1968, the Multiple District adopted a second Multiple District 19 project and the Washington/Northern Idaho Lions Sight Conservation Foundation and Eye Bank were created. This has become an outstanding project.

On December 24, 1975, the Lioness Program was initiated with the chartering of the first Lioness Club in Mount Pleasant, North Carolina. This program captured the imagination and loyal support of both Lions and ladies in MD19. The Lioness who chose to serve those less fortunate in their community through this branch of the Lions family have done so with an enthusiasm that is surpassed by no one.

In 1970, the British Columbia Lions Society for Crippled Children (now known as the B.C. Lions Society for Children with Disabilities) was established at the Annual Convention in Penticton, B.C. This project has gained world-wide acclaim because of its magnitude.

In 1980 the MD19 Lions Hearing Conservation Foundation was established and has gained the loyal support of the Lions in MD19 who realize the importance of helping those with this hidden challenge in life. In 1998, the Washington/Northern Idaho Lions Sight Conservation Foundation and the MD19 Lions Hearing Conservation Foundation merged. The Lions in British Columbia are presently organizing a Hearing Foundation to serve the hearing impaired population in B.C.

In 1980 the Lions International Association had grown to 33,864 clubs and 1,288,398 members in 145 countries and Multiple District 19 had 512 clubs with 18,451 members. Our MD19 Office records, memorabilia and equipment were literally evicting Executive Secretary Gordon Smith and his wife from their residence. All MD19 clubs were assessed and, with one or two exceptions, each paid a fixed amount per member allowing the Multiple District to incorporate and purchase its present office building in 1983 located in Bellingham, WA.

June, 1990, found Lions Clubs International at 39,734 clubs with 1,369,955 members in 165 countries with 545 of those clubs and 17,759 members located in Multiple District 19. During the early nineties, the practice of electing District Governors at the Multiple District 19 Annual Convention was changed. The District Governors and Zone Chairpersons (i.e. sub-district officers) were now elected at their own sub-district conventions. Prior to 1990 some districts started electing Assistant District Governors or District

Governors-Elect and now in conformance with the Association's Constitution, each district in MD19 elects Vice District Governors at their annual sub-district convention.

Since the 1923 Lions International Convention when this area had only 9 clubs and 465 members, Multiple District 19 has grown to 419 active Lions Clubs with over 11,400 Lions. The original Cabinet is now called the Council of Governors and consists of 22 members: Council Chairperson, Vice Council Chairperson, Immediate Past Council Chairperson, 9 current District Governors, 9 Immediate Past District Governors, and the Executive Secretary/Treasurer, who is a non-voting member.

As of January 21, 2016, Lions Clubs International had 1.38 million members in 46,481 clubs in 743 districts and 210 countries and geographical areas. Effective with the 1997-98 year, the number of International Directors was increased to 33 of which 15 (down from 16) are from the U.S.A. and affiliates, one from Canada, five from Europe, three from Ibero-America (including Mexico), five from the Orient and Southeast Asia, three from South Asia, African and Middle East, and one from Australia, New Zealand, and South Pacific. In addition the number of Executive Officers was reduced from five to four, with the elimination of the office of Third Vice President.

One last remarkable aspect of our Multiple District 19 record starting with Ray Bigelow's election as Third Vice President at the 1922 Convention, Multiple District 19 has provided a steady and continuous stream of distinguished Lions to serve on the International Board of Directors. These Lions have helped to "perfect the organization and to make plans for its expansion". Multiple District 19 has long been, and remains, an integral and leading district in this greatest of service organizations, Lions Clubs International.

## **Lions Clubs International Membership Issues**

(as described in Article III & Article I 'BL' of the Standard Form Lions Club Constitution and By-Laws)

### **ARTICLE III MEMBERSHIP**

#### **Section 1 ELIGIBILITY FOR CLUB MEMBERSHIP**

Subject to the provisions of Article I of the by-laws, any person of legal majority and good moral character and good reputation in his/her community, may be granted membership in this Lions Club. Wherever the male gender or pronoun presently appear in this constitution and by-laws, it shall be interpreted to mean both male and female persons.

#### **Section 2 MEMBERSHIP BY INVITATION**

Membership in this Lions club shall be acquired by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership Chairperson or the club secretary, who, after investigation, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club. A properly filled out membership form duly signed, as well as, the entrance fee and dues must be in the hands of the secretary before the member is reported to and officially recognized by the association as a Lion member.

### **ARTICLE I BY-LAWS**

#### **Section 1 MEMBERSHIP CATEGORIES**

Membership in this Lions club shall be as follows:

- (a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community.
- (b) **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. This status shall be reviewed each six months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.
- (c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.
- (d) **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues.

He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office.

(e) **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this Association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:

(a) recommendation of this club to the association,

(b) payment to the association of \$650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and

(c) approval by the International Board of Directors. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper.

A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof.

A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club.

(f) **ASSOCIATE:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

(g) **AFFILIATE:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, transitional, provisional, and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge.

## **Section 2 DUAL MEMBERSHIP**

No person shall simultaneously hold membership, other than Honorary or Associate, in this and any other Lions club.

### **Section 3 RESIGNATIONS**

Any member may resign from this club, and said resignation shall become effective upon acceptance by the board of directors. The board may without acceptance, however, until all indebtedness has been paid, all club funds and property have been returned, and all right to use the name "LIONS," the emblem and other insignia of this club and this association have been surrendered.

### **Reinstatement of Membership (Lions Clubs International Standard Club Constitution & By-Laws**

By-Laws, Article 1 – Membership: Section 5. Reinstatement of Membership. Any member dropped from membership in good standing may be reinstated by the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III, Section 2 of the Constitution.

### **Section 5 TRANSFER MEMBERSHIP**

This club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions club, provided that a member is in good standing at the time of transfer requested. If more than twelve (12) months have elapsed between termination of his/her membership in another club and submittal of completed transfer member form or current membership card, he/she may acquire membership in this club only under the provisions of Section 2 of this Article III of the constitution.

### **Section 6 FAILURE TO PAY**

The secretary shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club within 60 days after receipt from the secretary of written notice. The board shall thereafter decide whether the member shall be dropped from or retained on the roster.

### **Section 7 ATTENDANCE**

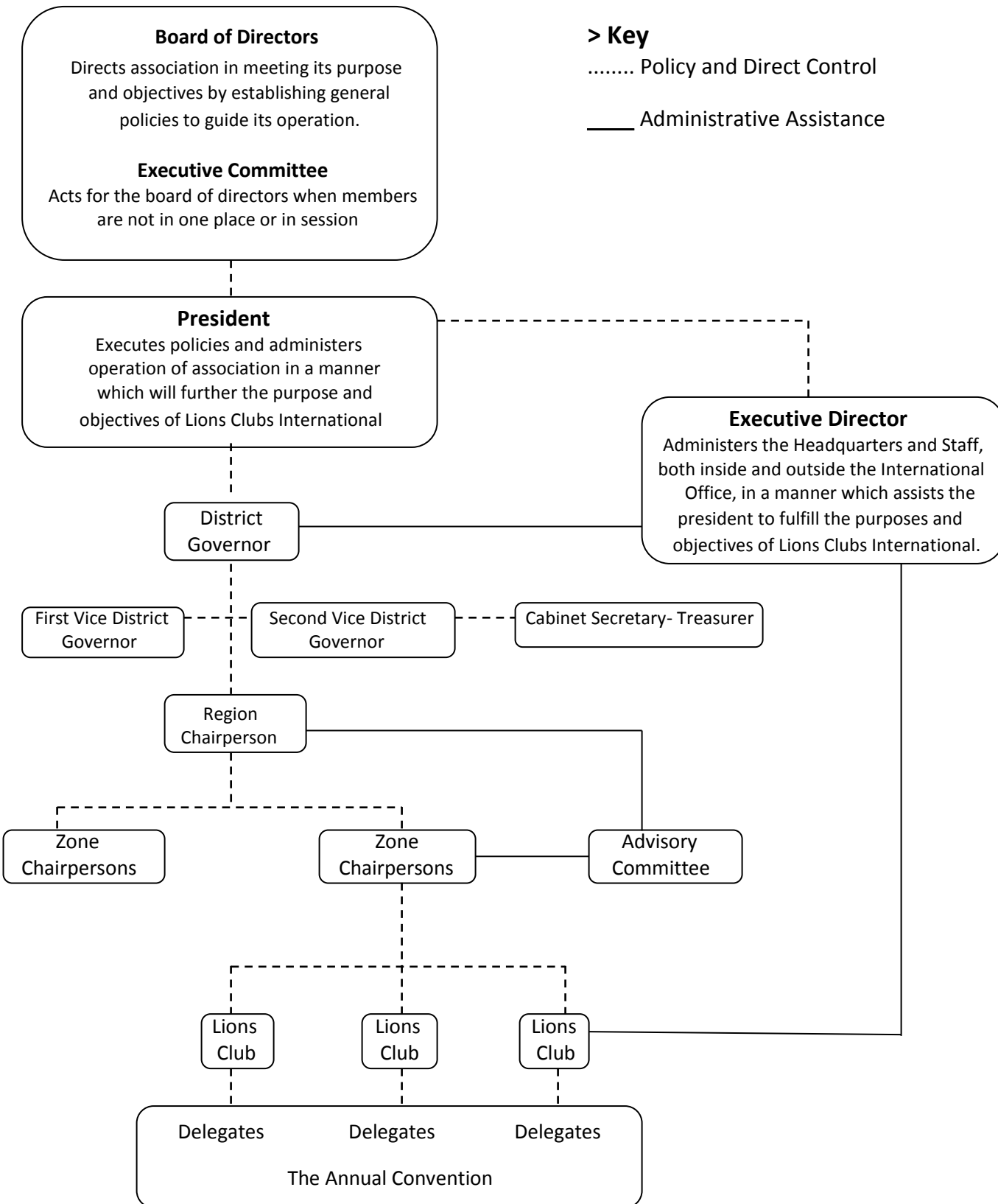
The club shall encourage regular attendance at club meetings and activities. Where a member misses consecutive meetings or activities, the club will make every effort to contact the member to encourage and promote regular attendance.

## MEMBERSHIP CATEGORY CHART

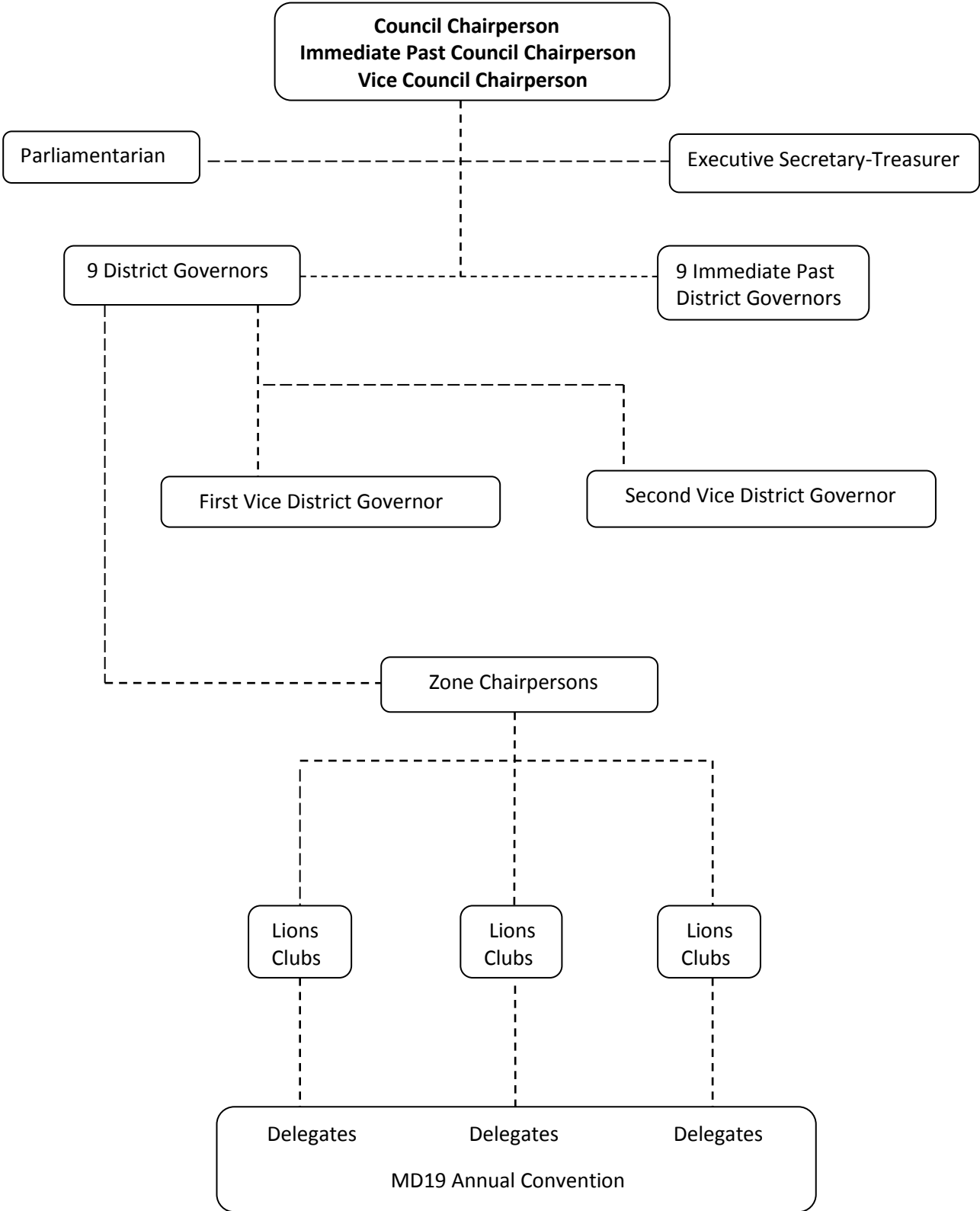
Category	Prompt payment of dues (club, district & Int'l)	Participation in club activities	Conduct reflecting favorable image
ACTIVE	YES	YES	YES
AFFILIATE	YES	YES, When able	YES
ASSOCIATE	YES, CLUB ONLY	YES, When able	YES
HONORARY	NO, Club pays applicable Int'l & district dues	NO	YES
LIFE	YES, district & club only – NO Int'l dues obligation	YES, When able	YES
MEMBER AT LARGE	YES	YES, When able	YES
PRIVILEGED	YES	YES, When able	YES

Category	Eligibility to seek club, district or Int'l office	Voting Privileges	Delegate at District or Int'l Convention
ACTIVE	YES	YES	YES
AFFILIATE	NO	Club Matters Only	NO
ASSOCIATE	NO	District Convention (Primary) Club Matters Only (Both)	NO
HONORARY	NO	NO	NO
LIFE	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member	Yes, If fulfills obligations of Active Member
MEMBER AT LARGE	NO	YES, Club Matters Only	NO
PRIVILEGED	NO	YES	YES

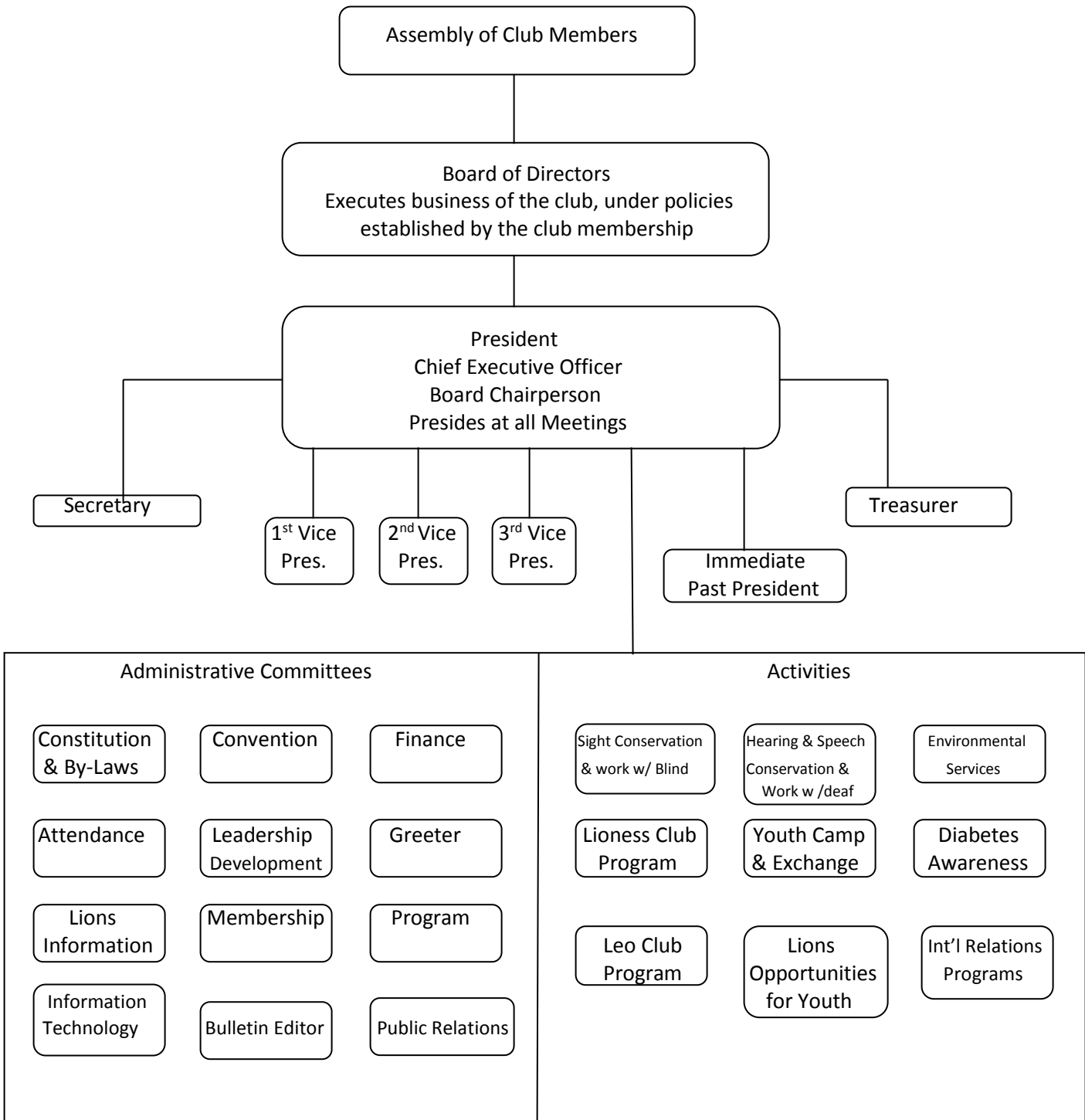




# Multiple District 19 Organizational Chart



# Club Organizational Chart



Other Activities of Lions for which Committees may be appointed are:  
 Citizenship Services; Educational Services; Health Services; Social Services;  
 Recreational Services; Public Services.

**A Lions Club**

# **“Open House”**

*An MD19 Lions  
Membership  
Recruitment  
Model*



Updated and edited by  
PID Roger R. Richert  
MD19 Membership Chairperson 2000-2006

# A LIONS CLUB “OPEN HOUSE” (The Multiple District 19 Lions Model)

(Updated & edited by Roger Richert, PID – MD19 Membership Chairperson – May 2002)

- The following club membership recruitment modal came out of Michigan. Similar membership recruitment models have been identified in other Multiple Districts in North America. Similar programs have been developed by clubs in MD19.
  - MD19’s official experience with this membership development plan is now in it’s 2<sup>nd</sup> year.
  - Clubs in MD19, who have used these guidelines, have always successfully recruited new members. **The program works!**
  - Minor variations to this program seem to work. However, when significant variations are instituted, the result ends up with fewer new members.
  - **Note: The  indicates specific action items. See the “Open House” action checklist with the attachments.**
- 

- Following the plan requires a serious undertaking by a club.
  - Several meetings are required for planning the actual presentation to potential new members and the follow-up sessions once the candidates actually become members.
  - The results are worth the efforts.
  - Every Lions Club can use new hands, new ideas and new projects. This is not to mention having enough help so that every member does not have to turn out for every project for it to be a success.
- 

- One of the reasons this approach seems to work is that a whole group joins together.
- This gives the club a “class” of new members, not just one or two at a time.
- This class can then learn the “how and why” of Lionism together rather than being the lone individual who must assimilate into the club individually.
- Also, the current members are influenced to work with all these new members by giving them jobs and committee responsibility.

## PLANNING AND ORGANIZING

- The first step involves a commitment by the entire club that new members are needed and that the existing members are willing to make a significant effort to gain those new members.
    - Membership is not the responsibility of just the Membership Chairperson or the Membership committee.
    - Membership must be approached like any other club project. Everyone must be involved.
  - Set up an Open House Committee (see suggested structure)
- 

- Once the club has committed to the effort, a special planning meeting must be set by the Open House Committee to begin the process.
- The planning meeting should be the focus program of a regular club meeting.
  - Separate meetings tend to end up with very few members attending.
- At that meeting, dates, times and locations should be set for the “Open House” event.
- A list of potential recruits should be developed and one of the best ways to develop the list is to use the Recruiting Wheel.
  - Use the Recruiting Wheel to brainstorm ideas as to those friends, neighbors, acquaintances and civic leaders who would make good Lions.
  - Not everyone will be able to fill in a name for every blank.
- A deadline is set for club members to turn in suggested names.
  - Sending the Recruiting Wheel with the club newsletter is a good way to get everyone involved, including those who do not attend meetings regularly.
  - Remember to ask your closest friends and your spouse for recommendations as to who might make good prospective members. You might consider asking your spouse!

- Be sure to have a specific date for the final return of the forms.
  - Allow minimally two or three meetings for names to be returned. You need everyone's ideas.
  - Don't stop at just those suggestions on the list. Stretch your imagination.
  - Think of those individuals that are not traditionally asked; such as, minorities, members of other service clubs (like the JC's), corporate leaders, community leaders, business owners or those that might have physical or financial resources that could be of benefit to your club.
  - If someone does not turn in a form, be sure to contact him or her.
  - The more names, the greater the likelihood you will get the new members you need.
- Once all the possible names have been collected, then the committee should review the names thoroughly for "pre-qualification" of membership for the club. Then, the committee's recommendation must go before the club membership committee and the board for approval.
- 

- Be sure to obtain the mailing addresses and phone numbers for those being suggested as members.
- Those typing the invitation letters do not necessarily know "Bud" Smith from all the other Smith's in the telephone book, so be sure proper names are submitted.
- 

- When all the names are turned in, a personal letter must be sent inviting the individuals to the "Open House". A sample letter is attached for your convenience.
- Adjust the letter to accommodate your specific club needs.
  - Be sure to allow your committee sufficient time to type each person's name on the letter.
  - You should consider addressing your invitations to Mr. and Mrs. XXX YYY. (Ms. For single women)
  - Many couples today like to do things together.
  - By addressing the invitation to both you have the opportunity to get two guests with one invitation.
- Open house invitation letters should be sent about three weeks in advance.
- Never send them less than two weeks in advance.
- 

- About three to five days in advance, call each prospective guest to remind them of the open house and to confirm their attendance. This is an important step.
- Experience has shown that if you call too early, you will have a lower turnout.
  - Three to five days seems to be about right.
  - This will also allow you to plan for the right amount of food.
- Offer to pick up guest. Make specific arrangements to have a club member drive them to and from the meeting

## PLANNING THE OPEN HOUSE

- The "Open House", preferably should be at your normal meeting time and place.
- This will give your prospective guest the opportunity to show up at the same time as you would normally meet.
  - With a different time or place, you may get guests to attend who might not be able to attend a regular meeting or you may not get prospective guests who, in fact, could attend a regular meeting.
- 

- Plan a light meal. What seems to work well is a sandwich buffet.
- A variety of breads, cold cuts, lettuce, tomato, cheese, catsup, mustard, mayonnaise, chips, dip, perhaps cake for dessert, etc.
  - Drinks should be coffee, tea and soft drinks. **NO ALCOHOL.**
  - This keeps refreshments inexpensive and allows for slight variations in attendance and lets folks go through the food line as soon as they arrive.
  - Do not charge guests or club members for the meal – The expense is on the club.
  - This may not be what you would normally serve at a meeting but you are not conducting a regular meeting.
- 

- Plan meeting as a social event with a "Lions information" program.
- Remember you are having an open house, not a regular meeting.

- There should be no pledge, no prayer or no tail twisting.
  - Members should agree on a dress code -- business, business casual, club shirts or vests all seem to work.
  - Members should dress reasonably the same and be sure to wear their name badges!
  - Have a greeter. Provide name badges for the guests.
  - All present members should approach each guest, shake his or her hand and introduce themselves.
    - Ask something about the prospective member and generally try to make the new person welcome.
    - Inquire what community causes (needs) are most important to them.
    - This is the member's time to get acquainted with the prospective new member.
    - By encouraging them to do the talking, they will feel at home and comfortable with your club.
    - Remember, they are looking you over at the same time as you are checking them out.
- 

- Plan a formal program not to exceed 30 minutes.
- Past experience shows about 5 minutes on each topic seems to work well without getting into too many details.
- Cover the following topics:
  - a) The International organization and activities, The M.D. organization and activities, The Club organization and Activities.
  - b) Obligations of membership.
  - c) Categories of membership (1. active, 2. member-at-large, 3. honorary, 4. privileged, 5. life, 6. associate & 7. affiliate.)
  - d) What goes on at a meeting (speakers, tailtwisting, business sessions, meals, etc.).
  - e) Cost of membership.
  - f) Opportunities of Membership

## HOW TO MAKE THE SALE & CLOSE THE DEAL

- Summarize (Lions provide opportunities for community service, recognition, praise, advancement, leadership development, self satisfaction, pride, teamwork, feeling good, and social contact, for example)
  - Have at least one of the presentations made by a dignitary from outside the club; the District Governor, if available.
    - Or, have past or present district officials give short five-minute presentations on the International, M.D. and District topics.
    - Remember, it is not important that each topic be covered in depth.
    - Use the club President to tell about the club's community support activities & stress the local community projects.
    - The Treasurer could talk about how money is made on projects and how service money is spent.
    - The Secretary could tell about the cost of membership, how meals are paid for and how dues are billed.
    - One speaker should address opportunities for service, leadership and having a say in which projects are supported by the club.
  - Emphasize that community projects can be accomplished by a group that cannot be done by any of the individual members working by themselves.
    - A broad presentation of what we do is much more important than going into critical detail.
    - Whatever happens, do not try to correct a speaker or add a pet project from the audience.
    - Keep the formal program itself to the one half hour limit!
- 

- Invite guests to join. Provide them with a membership application and assist them in filling it out.
  - Encourage them to give the applications, along with their checks, to a club officer before they leave. Have a table where a club officer sits (preferably by the entry-exit door) who can take applications and answer questions.
- 

- Have enough membership applications available so each prospective member has one.
- Order applications ahead of time from the Club Supplies Division of Lions International (Order Form ME-6)
- Don't use poor copies of a membership application. Remember first impressions are very important.

## LIONS LITERATURE TABLE(S)

- Prepare for your "Open House" by having a table of Lions related materials.
  - These should be brochures on various Lions activities and photographs of your club working on projects.
  - Have copies of the International and Multiple district magazines/bulletins as well as your club newsletter.
  - Information on the Lions Eye-Bank, the Lions Health Screening Unit, the Newborn Infant Hearing Screening Program and Low Vision Clinics are well received.
- Provide a door prize or two; it doesn't have to be much.
  - An item with a Lion logo is nice.
  - The prizes should be for the prospective members (guests).
- Plan well in advance in order to obtain a wide range and variety of materials about the club and community services; about the Zone, District, MD & LCI. It is important that the club, brochure and bulletin be displayed. Provide handouts on key materials.
  - Impress the prospective members by starting and stopping on time!

## FOLLOW-UP

- Be sure to send a nice note thanking each individual for coming to the open house.
  - Set a meeting date for a formal induction ceremony and include that date in your letter.
  - Congratulate those who joined, remind them to schedule the club-meeting dates on their calendars and tell them your club is looking forward to seeing them at the next meeting.
    - For those who attended but did not join, send a thank you along with another membership application. Ask them to consider joining in the near future and invite them to attend a regular meeting.
    - Remind them of the costs and be sure to tell them where to send their membership application (or bring it with them to their first meeting) should they decide to become a member.
- 

- For those who were invited and were unable to attend, send a letter with a membership application noting the membership initiation fee, dues, etc.
    - Invite them to attend a regular meeting of your club and encourage them to attend at their convenience.
- 

- All new members must be formally inducted.
    - Have a District Officer, Governor, Past District Governor or Past International Director perform a group induction of the new members.
    - The induction ceremony must be memorable for the new members.
    - Be sure to have a membership pin and new member packet for each of the new members.
    - The Sponsors should pin the Lions pin on their newly sponsored members.
    - Be sure to schedule the new member induction soon after the open house; and most importantly take photos of the induction ceremony, and provide photo prints to the new members at a subsequent meeting.
  - Adopt the LCI Mentoring Program as proposed by the MD19 and District LEM/PR Teams and utilize to build the new members into productive Lions.
- 

- New members should participate in a new member orientation session.
  - This is generally a two-hour session expanding on the items covered briefly at the open house.
  - There are a number of outlines available on orientation programs. Be sure one is used.

## FREQUENTLY ASKED QUESTIONS

- **Who gets credit for the new member?** Generally, most clubs give credit to the member that suggested the new member's name. Ties: two members that suggest the same person; go to the first member suggesting the new member.



- **How many will sign up?** Experience has shown that about 50% or more will accept your invitation to the “Open House”. Of those, approximately 50% will actually sign up.
- **Should we let them take the application home and “think about it”?** The majority of those that take the application home are not likely to join unless a proper follow-up is made by a club member. So, if a prospective member does take an application home, it is very important for them to receive a follow-up phone call within a week’s time.
- **How do we handle the normal requirement of board approval for membership?** Our club likes to invite new members to several meetings to see if the new member will “fit in” with our club and our members. Then, we vote on asking them to join. **How can we make this program work?** Lions Clubs are slowly going away from this type of membership approvals. Ask your members to carefully select those you invite. Pre-qualify prospective new members using the previously described guidelines prior to sending out invitation letters. You might consider changing your standards and/or your method of bringing new members into your club. If your old methods are not working and your membership is dropping, perhaps it is time for “change”.

**Included & Attached:**

1. **Open House Committees Organization**
2. **Sample Invitation Letter**
3. **Recruiting Wheel**
4. **Potential New Lions Club Member List**
5. **An Open House Action Checklist**
6. **LCI Membership Issues – 7 categories**
7. **Membership Categories/Obligations, Rights and Responsibilities**

# Open House Committee

\_\_\_\_\_ Lions Club “Open House” – \_\_\_\_\_, 201\_\_

- **General Chairperson:** Responsible for overall planning, delegations & coordination
  - Club Membership Chairperson
  - Assistant (co-chair)
- **Planning Committee:** Responsible for specifics of planning, delegation and coordination
  - Includes general Chairperson and chairmen of sub-committees
- **Guest List (Recruiting Wheel) Committee:** Responsible for collection of names/addresses of potential guests from club members from their “Recruiting Wheel” forms. This includes reviewing names, qualifications and completeness of addresses, etc.
  - Chairperson:
  - Sub-Committee members:
- **Invitation Letter/Follow-Up Committee:** Responsible for preparation of basic letter text for review and approval, preparation of letters/ mailing & follow-up personal contacts, arrangements to attend meeting, etc.
  - Chairperson:
  - Sub-Committee members:
- **Meeting Program (30 minutes) Committee:** Responsible for preparation of agenda for meeting including lining up M.C. and speakers.
  - Chairperson:
  - Sub-Committee members:
- **Literature Table Committee:** Responsible for planning and organizing of table including obtaining appropriate literature.
  - Chairperson:
  - Sub-Committee members:
- **Application Information Table Committee:** Responsible for setting up, membership applications, and “closing the sale” activities.
  - Chairperson:
  - Sub-Committee members:
- **Greeter Committee:** Responsible for greeting guests and seeing that they are properly taken care of at all times.
  - Chairperson:
  - Sub-Committee members:
- **(Venue) Meeting Room Arrangements:** Responsible for scheduling the venue, arranging space, set-up for meeting, food, etc.
  - Chairperson:
  - Sub-Committee members:
- **Media:** Responsible for informing media of event, invitation to attend, and follow-up to obtain media coverage.
  - Chairperson:
  - Sub-Committee members:

## MEMBERSHIP IS EXCITING - GROW YOUR CLUB

### PLEASANTVILLE LIONS CLUB

Lions Clubhouse  
123 Fourth Street  
Pleasantville, WA 12345

Fred and Mary Smith  
456 7th Avenue  
Pleasantville, WA 12345~

Dear Mr. and Mrs. Smith,

Your names have been given to us as leaders in our community, those who are concerned with the well being of our fellow citizens.

The Pleasantville Lions Club, formed over 38 years ago, is part of an international organization founded with a desire to serve our communities. The club has several projects we use to raise funds to purchase eyeglasses for needy children and adults. Our club owns and has fully equipped four baseball diamonds at Lions Field, north of town. The baseball program has grown to the point where all the fields are busy well into the night, all season. We also sponsor Boy Scout Troop and Cub Pack #322.

The Pleasantville Lions sponsor high school students in the Lions All-State Band, sending qualified student musicians to the Lions International Convention in sites around the world, We sponsor the Lions Quest program at Central High School, considered one of the most effective youth life skills programs in the nation.

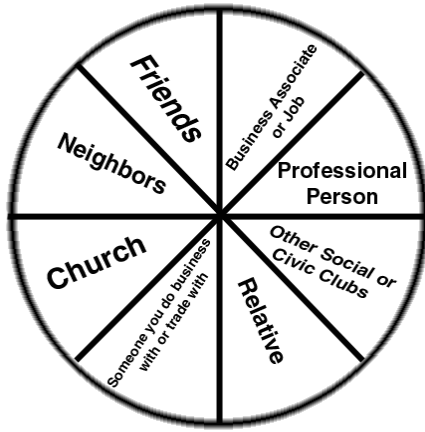
We extend a cordial invitation to both of you to attend a special Lions Club Open House on Wednesday, October 7 at 6:00 PM at our meeting room in the Pleasantville Lions Clubhouse at 123 Fourth Street. A light meal is planned along with a short informative program about Lions community service. We should adjourn no later than 8:00 PM. *(Note to letter writer: Provide here information on the proper "dress" for the evening)*

A few days before the meeting, one of our Lions members will phone to confirm your reservation. We hope you realize the importance of making a positive difference in our Pleasantville community, and will make plans to attend this special Lions Club meeting.

We have enclosed a brochure, "The Lions - We Serve", which gives an excellent outline of what we do as an organization.

Very truly yours,

Thomas Jones  
Membership Chairperson



CLUB  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TEAM MEMBER: \_\_\_\_\_

- ❖ BUSINESS ASSOCIATE OR JOB
- ❖ CHURCH
- ❖ NEIGHBOR
- ❖ FRIEND
- ❖ SOCIAL OR CIVIC ORGANIZATION
- ❖ SOMEONE YOU DO BUSINESS WITH
- ❖ RELATIVE
- ❖ PROFESSIONAL PERSON

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Work/Business \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ No. of Children \_\_\_\_\_  
Length of Time in Community \_\_\_\_\_ Years  
Phone \_\_\_\_\_ Home \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Work/Business \_\_\_\_\_

Occupation \_\_\_\_\_  
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Length of Time in Community \_\_\_\_\_ Years  
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Phone \_\_\_\_\_ Home \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Work/Business \_\_\_\_\_

Occupation \_\_\_\_\_  
Marital Status \_\_\_\_\_ No. of Children \_\_\_\_\_  
Length of Time in Community \_\_\_\_\_ Years  
Phone \_\_\_\_\_ Home \_\_\_\_\_

## POTENTIAL NEW LIONS CLUB MEMBERS LIST

***Run down this list and it may help you in finding new lions Club member prospects:***

1. Friends of yours (check your Christmas list).
2. Fellow church or synagogue members (check the roster).
3. Business Acquaintances (check customer and supplier lists).
4. Your son, daughter, nephew, niece, brother, etc.
5. Someone in business for themselves, who needs contacts in the community.
6. Someone in business for themselves, who is community service minded.
7. A business executive or professional who needs contacts in the community. (Especially a major employer in the community)
8. Administrative staff or teachers from the community.
9. Merchants or professionals from the local shopping or business areas. (Especially those who might benefit from your projects or charities)
10. New managers of any franchise business in your area.
11. Speakers at club meetings.
12. Golf or sports friends (check team or club rosters).
13. A former Lion who has moved into our area.
14. A former Lion from a club that has disbanded.
15. Son or daughter of a former Lion (especially deceased Lion).
16. Friends, associates, business contacts of new members.
17. Women in business (check rosters of business women's clubs).
18. Managers of community services organizations (YMCA, Scouts, etc)
19. Executive from a community service which is supported by Lions.
20. A recently retired person. (They may be looking for some involvement).
21. Young business people.
22. Merchants and owners in the area (check the Chamber roster).
23. Former members, their situation may have changed.
24. Your doctor, dentist, CPA, etc.

# **A Lions Club “Open House” Action Check List Planning and Organizing**

- Obtain commitment for the program from the members of the entire club.
- Set up an Open House Committee (see suggested structure in this appendix).
- Set special planning meeting --- as a “Program” of a regular club meeting.
- Set dates, times and location of the “Open House” event
- Obtain a list of potential Recruits from club members utilizing the recruiting Wheel.
- Set a deadline for club members to turn in suggested names.
- “Pre-qualify” names of potential Recruits and submit to Club Membership Committee and Board for approval.
- Obtain mailing addresses and phone numbers of suggested names. Verify spelling of names.
- Send letter of invitation to each prospective Recruit utilizing the “sample” letter provided as a guide.
- Send letter 3 weeks in advance.
- 3-5 days in advance, call each prospective Guest to remind him/her of the Open House and confirm his/her attendance.
- Offer and make specific arrangement to drive Guest to and from meeting.

## **Planning the Open House**

- Conduct Open House at normal club meeting time and place, if possible.
- Provide a light meal with no cost to the guest ---- and no alcohol.
- Plan meeting as a social event with a “Lions Information” program.
- Have Greeters and provide name badges for the Guests.
- All present club members must be social, introducing themselves, inquire about Guests personally, make them feel welcome.
- Plan a formal program not to exceed 30 minutes.
- Cover suggested topics in approximately 5 minute increments.

## **How to Make the Sale and Close the Deal**

- Summarize opportunities provided by the Lions Club.
- Have at least one of the presentations by a Lion Dignitary from outside the club.
- Emphasize community projects by groups of Lions that cannot be accomplished individually.
- Invite Guests to join and provide them with membership applications.
- Have a sign-up table near the entry-exit door with applications. Assign knowledgeable Lions who can answer questions and assist with applications.

## Lions Literature Table(s)

- Provide table(s) with displays of Lions related materials.
- Plan well in advance to obtain a wide range and variety of materials, including the clubs own brochure and bulletin.
- Provide a door prize or two for a Guest drawing.
- Provide a club brochure for each Guest.

## Follow-up

- Send thank you notes to each Guest who attended the Open House whether they joined or not. For those who did not join, invite them to come to a regular meeting.
- Set a meeting date for the formal induction for those who joined.
- Congratulate those who joined in a note, remind them of meeting schedule, installation date, welcome them, etc.
- For those who were invited and were unable to attend the Open House, send a letter with a membership application, noting dues, specifics, etc and invite them to attend a regular meeting.
- Plan a formal Induction which will be memorable for the new members.
- Adopt the LCI Mentoring Program and utilize to build the new members into productive Lions.
- Provide an Orientation session for the new members.