



# Walter E. Stebbins High School Leo Club

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## Information for Leo Club Officers

There are 3 Leo Club Goals: **L**eadership, **E**xperience, and **O**pportunity.

Leo Club service develops qualities such as personal generosity, responsibility, and dedication to one's community.

A Leo Club Officer should be "a beacon that directs club members to worthwhile goals; a spark that motivates others to action."

### I: Cooperation with the Leo Club Advisor and Sponsoring Lions Club

Leo clubs cannot succeed without close and continuous cooperation with their Leo club advisor. The advisor is the Lion who accepts personal responsibility for the Leo club. This Lion also fulfills the roles of Educator, Motivator, Counselor, Liaison, and Humanitarian.

To complete these tasks, the entire Leo club must aid the advisor. Club officers must quickly grasp suggestions offered by the advisor. Quick action on these suggestions demonstrates to other club members the level of cooperation between the advisor and the club.

When planning community service projects, Leo club officers should work closely with the advisor. The officers and the advisor should understand the time and costs involved in the project. Then, they should prepare a basic schedule and divide the work.

Likewise, cooperation with the sponsoring Lions club is vital. United by common service goals, Leos and Lions should maintain close communications. Leo clubs that work well with their sponsoring Lions club can increase their service capabilities.

In practical terms, this cooperation could include inviting Lions to Leo meetings or vice versa. Whenever possible, Leos should aid Lions in their various activities and participate in appropriate joint projects.

### II: Club Officers and Directors: Leadership Responsibilities

As club leaders, Leo officers must conscientiously fulfill their duties. Every position is important and includes specific responsibilities.

#### **Duties of Officers and Directors**

**President:** Serves the club as its chief executive officer and presides over all meetings. As chairman of the board of directors, the president appoints all committees according to the Leo Club Constitution. The president also confirms that committees are functioning and aiding the committee chairpersons. The president requests regular committee reports and ensures the holding of regular elections. The Leo club president determines service needs within the community and finds ways to motivate the club's members. The president also maintains close contact with the Leo club advisor.

**Vice president:** Occupies the position of the president if for any reason the president is unable to perform these duties. If this occurs, the vice president assumes authority and responsibility of club president. The vice president aids the president in determining community service needs, and provides enthusiastic support for the president's goals as well as club projects.

**Secretary:** Records all official meetings. The duties of the secretary include maintaining club records, and minutes of club and board of directors' meetings. The secretary also maintains lists of officers, committee appointments, attendance records and membership rosters. The secretary submits to International Headquarters and the sponsoring Lions club copies of the Leo Quarterly Projects and Activities Report (Leo-61). In addition, the secretary submits the Annual Leo Club Membership Report (Leo-72). The secretary is under the supervision of the president and board of directors.

**Treasurer:** Receives all monies and deposits the same in an authorized account in a bank recommended by the board of directors. The treasurer pays out all monies when authorized by the board of directors. The treasurer prepares and submits monthly financial reports to the board of directors.

**Board of Directors:** It is the executive board of the Leo club. The club's officers, in addition to three directors elected from the members in good standing, comprise the board of directors. The board initially considers, shapes, and executes all new business of the club.

The board of directors authorizes all club expenses, and prohibits the creation of indebtedness beyond the income of the club. Likewise, the board prohibits the disbursement of funds for purposes non-essential to the goals of the club.

A majority vote of the board of directors governs all issues unless otherwise provided. The board must present all authorized policies to Leo club members during a regular club meeting.

All officers should carefully study their duties. Former officers can serve as valuable resources. Incoming officers may wish to work a few weeks with outgoing officers to glean techniques and experiences. For instance, the incoming treasurer should know the club's current finances. Likewise, the incoming president should review past activities and plan future projects.

For specific advice, Leo club officers and directors should consult with the Leo club advisor.

### **Duties Toward Other Members**

Besides their assigned duties, Leo club officers can effectively increase their leadership skills and service attitude. They must condition themselves to consider the welfare of their partners in service.

1. Above all, Leo officers must maintain personal loyalty, generosity, and optimism when dealing with each other and completing club projects. Without these essential qualities, neither the Leo club advisor, club officer, nor club members can complete their duties.
2. Leo officers should not undertake all of the club's workload. Club responsibilities require even distribution among the entire membership. This encourages teamwork. Officers must be open to suggestions from others.
3. Officers should know the names, interests, and hobbies of each club member. They must make an effort to encourage each member and give helpful advice when needed. In more difficult instances, officers should consult the Leo club advisor.
4. An officer's most important task is to communicate a genuine concern for others. Each officer should be capable of seeing others' needs and respond accordingly. A positive attitude of service will benefit the entire club.

### **III: Leo Club Meetings and Procedures**

Leos will appreciate their club more when officers conduct club meetings and ceremonies with dignity and order. Officers should maintain proper procedures and ensure that all club members participate correctly. Officers should also avoid excessively lengthy presentations. If necessary, officers could consider certain entertaining events to vary and lighten the atmosphere of club meetings.

#### **How to Conduct Meetings**

The following guidelines will enhance both club and board of directors' meetings.

- A consensus of club members may determine both the location and frequency of meetings.
- Prepare a detailed agenda and discuss it with the club secretary in advance. Present a copy of the agenda to the secretary and each board member.
- Use recognized parliamentary procedures. Familiarize yourself with the *Standard Leo Club Constitution and Bylaws*, your club's bylaws, and *Robert's Rules of Order, Newly Revised*.
- Understand that the club president's authority to act comes from the board of directors, the entire club membership, the standard Leo constitution, the club's bylaws, and *Robert's Rules of Order, Newly Revised*.

#### **Robert's Rules of Order**

According to Article XVI of the *Standard Leo Club Constitution and Bylaws, Robert's Rules of Order, Newly Revised*, governs all questions of parliamentary procedure that arise during Leo meetings. Leo officers should familiarize themselves with these rules. They should understand the publication's instructions on organization and conduct during meetings.

A practical voting technique is the simple system of "yeas and nays." Before voting on any proposal, the presiding officer should ask: "All those in favor, signify by saying yea. All those opposed, say nay."

Whenever a voice vote is inappropriate, a hand count is advisable.

The procedure for handling motions is as follows: First, the chairman recognizes a motion, than another member seconds the motion. Next, the secretary records the motion as members openly discuss the topic. Finally, the members vote on the motion.

- Know how and when to: declare a member out of order; call for a vote; table a motion or refer it to a committee.
- Use a gavel to keep order and to keep meetings moving.
- Call each member by name.
- Adjust any meeting's agenda to accomplish the goals of the meeting.
- Keep speakers on the topic under discussion.
- Ask the secretary to repeat the motion.
- Summarize both sides of an issue when necessary. Review the options towards resolution of the matter, e.g., voting, amending, postponing.
- Avoid conflict that may result in a split of membership.
- Recognize anxiousness, confusion, irritation, or members' lack of interest via their non-verbal gestures.
- Identify possible solutions to controversies.
- Start and end all meetings on time.

## **Agenda for Leo Club Meetings**

Modify the following suggested agenda according to local customs and desires.

1. The Club president calls the meeting to order.
2. The opening ceremony may be an invocation, a song, salute to the flag or other local custom. Notify in advance the person(s) asked to lead the ceremony.
3. Roll call and introduction of any guests.
4. If refreshments are desired, arrange food service.
5. If a program or speaker is scheduled, the person responsible for coordinating the program should introduce the speaker.
6. The secretary's report includes the reading of minutes from the previous meeting.
7. The treasurer's report includes itemized monthly payments, income, current balance, and bills in need of approval. Place a copy of the report on file for audit.
8. An officer reads the board of director's report. This is a briefing of the action taken at the most recent board meeting.
9. The reading of communications by the secretary. This includes the reading of letters received, information from the Lions club sponsor, International Headquarters, and other community organizations.
10. Committee reports – both standing and special committees should present reports. Approval of committee actions should occur at this time.
11. Old business – items discussed, but not resolved during previous meetings.
12. New business – present new items via committee chairs or new correspondence.
13. Adjournment.

## **Annual Meeting Agenda**

The board of directors designates one of the June meetings as the annual meeting. The meeting's agenda should include:

1. Call to Order
2. Reading of the minutes.
3. Annual Secretary's Report
4. Annual Treasurer's Report
5. Reports by Standing Committees
6. Miscellaneous Business
7. President's Address
8. Installation of Officers
9. Adjournment

## **IV: Election to Office**

Being a Leo club officer is a privilege as well as a responsibility. All Leo club members must know proper election procedures and learn to form mature judgments about the candidates. Such knowledge will ensure a strong and unified Leo club.

## **Qualifications for Leadership**

Candidates for any club office are active members in good standing. For newly formed Leo clubs, candidates should distinguish themselves as leaders through their work in the club's formation.

## **Nominating Committee**

In March, either the club members elect a nominating committee or the club president appoints this committee. After electing a chairman from the committee's members, the committee chooses candidates from the club membership. Each nominee must consent to accept the post if elected and must pledge to perform his/her assigned duties to the best of his/her ability. Membership on the committee disqualifies Leos from candidacy to elected office.

## **Election to Office**

The election of Leo club officers coincides with the election of Lions club officers. Following the report of the nominating committee as the first order of business, the president should request further nominations from the floor. When multiple candidates result, voting proceeds by written ballot.

Victorious candidates are those receiving a majority of the votes cast. The president may declare a candidate elected by acclamation.

The Leo club provides an installation ceremony for the new officers at an appropriate time.

## **Removal from Office**

With good cause, a two-thirds vote of the entire club membership can remove any Leo from office.

## **Vacancy**

If the office of the president is vacant for any reason, the vice president will proceed to fill the office. If the vice president is unable to fill the office, then the board of directors calls a special election to fill the vacancy. Members should receive notification of special elections two weeks in advance.

## **V: Duties of Committees**

Committees are one of the best means for fostering teamwork in your Leo club. Thorough and responsible committee reports and recommendations allow your Leo club to accept an increasing role in your neighborhood and community.

These suggested committees should be adopted according to the club's needs.

**Athletic Committee** – organizes individual team sports among club members and with other groups.

**Attendance Committee** – works to attain 100% attendance at each meeting.

**Community Betterment Committee** – promotes improvements within the community through either direct action or collaboration with civic groups.

**Drug Awareness Committee** – identifies drug or alcohol abuse problems in the community. Develops club drug awareness projects.

**Finance Committee** – prepares and maintains annual budget for the Leo club.

**International Relations Committee** – fosters a spirit of international understanding among club members through programs such as twinning, youth exchange, and vocational assistance.

**Membership Committee** – maintains an active program for increasing and developing membership.

**Program Committee** – ensures that interesting and informative programs are planned for each meeting.

**Lions Clubs International Foundation (LCIF) Committee** – creates awareness of international needs among club members and urges them to donate to LCIF.

Leo committees also can gain valuable insights when working closely with the Leo club advisor and the sponsoring Lions club. Lions can often suggest areas of service where Leos can make a contribution.

## **VI: Planning and Conducting Leo Club Activities**

### **Studying Projects in Advance**

Though committee members will do much of the research and preparation, Leo officers must know how to plan projects and motivate club members toward participation.

In planning projects, officers should schedule adequate preparation time. For instance, if the club plans to perform a service project, the officers should guarantee the availability of the location. They should also provide all materials and, if necessary, obtain permission for use of the facility.

To coordinate club activities throughout the year, officers may wish to prepare a calendar of projects. Each month could highlight a separate theme or service goal.

### **Involving Club Members**

After finalizing project plans, Leo officers must instruct and motivate club members toward completion of the activity. This is accomplished if:

1. Each member knows his or her responsibility. This includes an understanding of the details of the project, the supplies needed, and the time required to complete the project. Fulfilling these goals creates responsible, loyal club members.
2. Officers must frequently point out the value of club projects. Examples from past team efforts may help motivate members. Announce future goals periodically to increase members' interest.

### **Athletic and Social Events**

Your club may decide to organize a sports event. This is an excellent way to foster fellowship and friendly competition between club members. Invite friends from the same school. If another Leo club is nearby, issue a challenge. With enough public interest, a sports competition can become a fundraising event.

Whenever birthdays, anniversaries, or holidays arise, organize social events or parties. Officers should use good taste and maintain high standards. To provide entertainment, officers may wish to organize a special committee for these functions.

### **Fundraising Tips**

Raising funds for Leo clubs falls into two categories: funds derived from the public and thus given back to the community; and funds raised for the club's administrative account. These two accounts must remain separate. Limitless opportunities exist for the raising of funds for both of these accounts. In both cases, planning is necessary.

1. **Careful planning** – Understand what you want to accomplish. Verify available manpower and resources. Do you have funds to purchase materials? Can you convince others of the worthiness of your cause?
2. **Good advertising and publicity** – Publicize your activity well in advance. Widely used and effective means of advertising are:
  - a. Newspapers
  - b. Placards, window displays, posters, handbills
  - c. Notification of Lions and other Leo clubs. These people will often be your best allies in fund-raising projects.
3. **Conscientious and punctual execution of the project** – For best results, ensure that members have the materials required, know their tasks and maintain an attitude of cheerfulness and responsibility.

A quick checklist of public fund-raising ideas follows.

- Staff a refreshment stand during a school or community event.
- Hold a car wash.
- Bag groceries for tips at a local store.

Methods for raising funds for the club's administrative account can include:

- Impose weekly, monthly or annual levies.
- Impose fines collected by the club's "tail twister."
- Impose extra fees for special social outings.
- Hold a raffle for donated prizes.

## **VII: Keeping an Active Membership**

Leo club officers are chiefly responsible for keeping all club members active and personally involved in club activities. Officers must continually encourage members to increase membership.

As regards membership, officers should keep in mind the following:

1. Develop friendships with each club member. From the moment a new member joins the club, he or she must feel welcome. Officers should know the personal interests of each Leo and be willing to offer aid whenever appropriate.
2. Be aware of and utilize the specific skills of club members. If one person is good at writing, perhaps he or she could accept responsibility for club correspondence or the club bulletin. Another club member may have mechanical abilities that he/she can share. Using these skills provides club members with a sense of belonging and achievement.
3. Express gratitude and praise to club members for a job well done. This applies to both individuals and to the club membership.
4. Learn to delegate responsibilities. Leo officers should never try to accomplish all club tasks alone. Dividing tasks creates participation by all members thereby increasing cooperation.
5. Though service itself is certainly an ample reward for dedicated Leos, awards can be a valuable incentive. Remain aware of the guidelines for various Leo awards and share this information with club members.

## **Leo Club Awards Program**

The following awards are available to qualified Leos.

**Leo Club Excellence Award** – Each year, a district governor may nominate one Leo club from his/her district for this award. The award's application deadline at International Headquarters is August 15 following the close of the fiscal year. Winners receive a banner patch and chevron in the gold and maroon Leo colors.

**100% Leo District President Award** – Leo District Presidents earn this award when fulfilling certain requirements within their year in office. International Headquarters mails this certificate award upon receipt of a completed application form signed by both the district Leo club chairperson and the district governor. Deadline for receipt of application at International Headquarters is July 31 following the close of the fiscal year.

**100% Multiple District President Award** – Leo multiple district presidents earn this award when fulfilling certain requirements within their year in office. International Headquarters mails this certificate award upon receipt of a completed application form signed by both the district Leo club chairperson and the district governor. Deadline for receipt of this application at International Headquarters is July 31 following the close of the fiscal year.

**100% Leo Club President Award** – Leo club presidents receive this maroon and gold medal when fulfilling certain requirements within their year in office. The Leo club secretary, Leo club advisor and sponsoring Lions club president must complete the application form and mail it to International Headquarters within 30 days following the Lions Clubs International Convention.

**International Club Twinning Award** – Leo clubs participating in the International Club Twinning program are eligible to receive either this certificate award or this banner patch award.

**New Horizons Award in Diabetes Education** – Leos involved in creating a long-term, in-depth diabetes education program are eligible for this parchment certificate award. There is a limit of three award recipients per club. Mail the letter of nomination and accompanying documentation to International Headquarters. For more information, contact the International Activities Division, Lions Clubs International, 300 22<sup>nd</sup> Street, Oak Brook, IL. 60521-8842, USA.

**Leo Club Chairman Achievement Award** – District and multiple district Leo club chairpersons who fulfill certain criteria are eligible for this award. The application deadline to the International Headquarters is September 30 following the close of the fiscal year.

**Outstanding Service Award for Leo Club Advisors** – The award certificate recognizes Leo club advisors who have demonstrated outstanding service in guiding and developing their Leo clubs. An application form bearing the signatures of the Leo club president and the president of the sponsoring Lions club is due at International Headquarters before August 30 following the close of the fiscal year.

**Lions Club Award for Leo Membership Growth** – This award certificate recognizes the support given by sponsoring a Lions club in promoting membership growth of its Leo club. The Leo club must record a net gain of five (5) active members at the close of the fiscal year. Deadline for receipt of the application form verifying the membership gain to International Headquarters is August 30 following the close of the fiscal year.

**Leo Club Anniversary Award** – International Headquarters automatically sends a maroon and gold award patch when Leo clubs reach their 5, 10, 15, 20 and 25 year anniversaries.

## **Leo Extension Awards**

- Club level – The president of the sponsoring Lions club and the Leo club advisor receive this award upon organization of a new Leo club. The Leo club advisor or sponsoring Lions club president may request this award for Leos and Lions who are instrumental in forming a new Leo club.
- District level – In districts where there is a net gain in Leo clubs, the district governor and district Leo club chairperson receive this recognition. The certificate specifies the net increase in clubs. Leo district presidents or associate district Leo club chairpersons can also receive this award, whenever applicable.
- Multiple District level – In multiple districts where there is a net gain in Leo clubs, the multiple district chairperson and president can receive this certificate.

**LCIF Awards** – Leo club members are eligible for several awards from the Lions Clubs International Foundation (LCIF). These awards include: a certificate of appreciation; a LCIF Chairperson's certificate; a banner patch; and a club plaque award. For details, contact the Lions Clubs International Foundation, 300 22<sup>nd</sup> Street, Oak Brook, IL. 60521-8842 USA.

**Presidential Program Awards** – From time to time, Leo club members are eligible to receive special awards approved by the international president concerning his/her presidential program. Details of such awards appear in the *Leo World* newsletter.

**Leo Award of Honor** – This medal with a ribbon award recognizes Leo members who demonstrate outstanding club participation. The club's membership nominates the award recipient. This award is purchased from the *Official Lions Clubs Supply Catalog*.

**Attendance Awards** – The attendance tab is available for purchase to Lions through the Clubs Supplies Division of International Headquarters. Lions may present this award to Leos. The award is worn with a Leo club lapel pin.

In addition, the Official Lions Clubs Supply Catalog offers various awards for purchase by Leos.

## **VIII: Recruiting New Members**

If your club is strong, it will grow in membership. Leo club officers and members must maintain a constant desire to enroll new members to strengthen their club.

Obtaining new members is an excellent service for the club. The entire group becomes more aware of individual needs and increases its ability to serve when it continues to grow. For new members, the fellowship and the opportunity to serve as a Leo fosters responsible community members.

Keep in mind the following steps for recruiting new members:

- a. Encourage club members to invite their friends or acquaintances to become Leos. Peers at school or within the community who show interest in serving others are ideal Leo candidates.
- b. Ask Lions club members to look for qualified young people among their own friends and families.
- c. Use the motivational materials provided by the international office.

- d. Set realistic and attainable club membership goals. Encourage a team spirit as the club strives to fulfill these goals within a given time frame. It may be helpful to form a membership drive committee to devise ways of contacting new members and preparing programs for them.
- e. As in other club activities, work closely with the Leo club advisor in recruiting new members. If the advisor so requests, accompany him/her when speaking before various groups of potential Leos.

The person who recruits a new Leo maintains responsibility for introducing that person to the club. This sponsor also should explain the club's basic procedures. However, all officers and members must contribute toward making the new Leo feel welcome. Officers should assure that new members receive invitations to social activities and assignments suited to their abilities. New members should receive this welcome as soon as possible.

Once a member joins, club members should hold an initiation ceremony. The following suggested ceremony is appropriate for new members.

### **Initiation Ceremony for New Members**

The Leo club president, the Leo club advisor or a specific Lions club officer performs the ceremony for the initiation of new members.

The presiding officer calls the meeting to order with these words:

***“We are about to begin the initiation ceremony which will welcome new members to the Leo Club of Stebbins High School. This is a most important occasion for these members and for our club, and I sincerely request the attention and silence of the membership during the ceremony. Please withhold any applause or demonstrations until it is complete. I will now call the names of the new members, and as I do, I would request that they rise and come forward.”***

The presiding officer calls the names of the new members. When all the candidates are standing, the officer says:

***“On behalf of the officers and members, I welcome you to the Leo Club of Stebbins High School. You have been invited to become members, and we are all happy and proud of your decision to accept. Membership in a Leo club is a privilege. You are about to enter a program that extends throughout the world. It began in 1967 as an official activity of The International Association of Lions Clubs. Leo goals include high moral standards, personal responsibility, an attitude of cheerfulness and understanding in addition to extending a helping hand to those in need.***

***Now, in your own community and with your own acquaintances, an entire series of challenges await. You are not alone in your efforts. At all times, you can count on the encouragement and cooperation of your fellow Leo club members, officers, and the Leo club advisor. They will be happy to help you accomplish the high goals, which you have taken upon yourself.***

***Once again, I express my congratulations to you for having joined this club. I now ask that you repeat after me the obligation of membership: ‘I ... (each one should state his or her name)...in the presence of the membership of the Stebbins Leo club...take on this solemn obligation...to abide by the constitution and bylaws of the club...to attend all meetings regularly...to support and further the interests of the club...in all its undertakings...and to contribute my fair share...towards the financial support of the club...I further declare that I will assist in maintaining...building...and strengthening the membership of the club...that I will help the club...by actively serving on committees and in other capacities... where my efforts are needed...and finally...***

*that I will develop in myself...those qualities...of cheerfulness, service and loyalty...which should characterize a Leo club member...at all times.’ You are now members of the Leo club of Stebbins High School.”*

(The presiding officer now pins a lapel button on each new Leo club member, and presents a membership card and membership certificate.)

After induction:

- Assign the new member to serve as greeter at the next few club meetings. This will give the newcomer an opportunity to meet every member.
- Integrate the new member into an existing committee.
- Invite the new member to an informal social gathering with the officers of the club.
- The sponsor should ensure that the new member receives proper orientation to the Leo club program and Lionism.

Whenever a Leo moves to another location, officers should ensure that the member joins the local Leo club. If a Leo club does not exist, the officer should encourage the member to speak to a local Lions club about sponsoring a Leo club.

The future of every Leo club depends on current Leo officers and members. When the Leos work together, recruiting and motivating new members provides club growth. Assuring the continued existence of a club is a valuable service that Leos can perform for their community.

### **IX: Helping to Form New Leo Clubs**

The first concern of Leo officers should be their *own* club. They should motivate all members toward community service.

### **X: Communications with the International Office**

Like Lions clubs, Leo clubs must maintain good communications with International Headquarters. Formal communications include the following written reports:

**Projects and Activities Reports (Leo-61)** – These reports contain attendance records as well as news of club activities. The club secretary mails these reports to the international office four times yearly. The sponsoring Lions club and the district Leo club chairperson receive copies of the report.

**Annual Leo Club Membership Report (Leo-72)** – The club secretary submits this report to the international office by May 15 (or as soon as club officers are elected). It includes the current club roster, the names and addresses of the Leo club officers and the Leo club advisor. This information establishes the basis for yearly communications between International Headquarters and Leo clubs. The sponsoring Lions club, the district Leo club chairperson and the Lions district governor also receive copies of this report.

**Letters (any time)** – Leo clubs are always welcome to submit news or ideas to International Headquarters. Letters dealing with matters of importance should include a copy to the Leo club advisor.

**Photographs (any time)** – Photographs share the story of the Leo Clubs Program with others. All materials submitted to International Headquarters must be clear and of good quality. First preferences include photos involving a maximum of three people. Leos should identify the persons in the photo and include the action and location of the event. Group photos or posed ceremony photos do not reproduce as well.

Promotional publications are available from the Youth Programs Department, The International Association of Lions Clubs, 300 22<sup>nd</sup> Street, Oak Brook, IL. 60521-8842 USA.

Leo materials from the *Official Lions Clubs Supplies Catalog* and Leo New Member Kits are available for purchase through the sponsoring Lions club. Address all completed order blanks for club supplies to the Club Supplies Division at International Headquarters. Requests for Leo New Member Kits are made on the Leo-4 form and addressed to the Youth Programs Department. Be sure to include the names of the new members on the reverse side of the form.

Officers should impress upon Leos the importance of properly caring for Leo vests, pins and membership cards. These items identify Leos as community leaders.

## **XI: Some Questions and Answers on the Leo Club Program**

### **Q: How do you organize a Leo club?**

A: A Lions club must sponsor every Leo club. Leo Organization Kits are available for Lions from the Youth Programs Department at International Headquarters. The Youth Programs Department or district Leo club chairperson can answer any additional questions.

The Youth Programs Department suggests that new Leo clubs form with at least 15 members. After the election of Leo club officers, the Lions club president completes the Leo Club Organization Report (Leo-51 form) found in the organization kit. Return this form to the Youth Programs Department at International Headquarters. Usually, the date this report arrives at International Headquarters becomes the Leo club's certification date.

### **Q: What does it take to organize a Leo club?**

A: The Lions club must pay a one-time Leo club organization fee of \$100. This fee covers 20 new member entrance fees, and includes 20 Leo New Member Kits with lapel buttons and membership cards. If there are more than 20 members, there is a \$5 fee for each additional new member kit ordered. The organization fee also includes a Certificate of Organization, sponsor materials for the Lions club and an officers' kit for the Leo club. The Lions club can pay this fee at the time of application.

The annual Leo club sponsor levy is \$80. The sponsoring Lions club pays the levy that covers administration and support services. In August, International Headquarters automatically bill the levy to the sponsoring Lions club's account. The levy for new clubs is pro-rated, depending upon the quarter of the year in which the club is certified.

### **Q: Can a Leo club pay new member fees or the annual sponsor levy directly to the International office?**

A: No. Leo clubs are an activity of the Lions club. Therefore, the sponsoring Lions club handles all Leo levies and fees. Leo clubs do not pay dues to International Headquarters. As an option and by mutual agreement, the Leo club may repay the Lions club for new member fees and the annual levy.

### **Q: What is the relationship between a Lions club and its Leo club?**

A: The Lions club is responsible for properly guiding and counseling its Leo club. Lions also work closely with the Leos to ensure the club's operation within Lions Clubs International's policies. Lions should supervise the Leos in a constructive rather than dominating manner. One or more members of the sponsoring Lions club and the Leo club advisor should attend each Leo club and board of directors meeting. A monthly joint meeting of three representatives from each club can review action taken by the Leo club or its board of directors. The Leo club should submit a copy of the minutes of any club or board meeting to the Lions club for review and approval if none of the above alternatives is convenient.

**Q: Are Leo club members and their volunteers covered under the association's comprehensive general liability insurance program?**

A: Yes. The policy names Leo club members as insured. It also covers injuries sustained by third parties as well as damage to property owned by third parties to a limit of \$1 million per occurrence if the Leo club is held legally responsible. However, the policy does not apply to damage to property used by Leos, or in their care, custody or control. The policy also does not provide personal individual or accident insurance.

**Q: Can Leo clubs be placed on "status quo?"**

A: No. "Status quo" is not a Leo club classification. If a Leo club becomes inactive, the sponsoring Lions club must decide whether to continue its sponsorship in anticipation of eventual reorganization, or to terminate sponsorship. Unless formally notified in writing, the international office will consider the Leo club as active.

**Q: Must Leo club members be sons or daughters of Lions?**

A: No. Leo club membership is open to any young person of good character. The Leo club committee of the sponsoring Lions club determines eligibility.

**Q: How does a Leo club order material and supplies?**

A: Leos order purchasable supplies through their sponsoring Lions club. International Headquarters does not bill Leo clubs directly. However, the Leo club may pay for materials with a check or money order. Free materials requested from the Youth Programs Department in Oak Brook are available to Leos directly.

**Q: Can the Leo emblem appear on articles for sale to Lions or the public?**

A: No. The Leo emblem is a registered trademark of the association similar to the association's emblem. Strict board policy prevents any of the association's trademarks from appearing on items sold to the public. The Fund-Raising Seal is available for use on fund-raising items. Use of this seal requires written authorization from the association's general counsel before contracting with a manufacturer.