



# INSTRUCTIONS FOR COMPLETING THE LIONS CLUB CHARTER APPLICATION

## COMPLETING THE CHARTER APPLICATION

To organize a new Lions club you will need:

- 20 or more charter members
- A sponsoring club, zone, region, district cabinet or district committee
- Completed charter application and report of charter members
- Your current district governor's signature on the charter application
- Appropriate fees and certification forms

Complete the *Charter Application* (TK-38A) and *Report of Charter Members* (TK-21A) and submit with appropriate fees and certification forms to Lions Clubs International.

## NAMING THE NEW CLUB

The club name must be the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. If the club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located. If other clubs exist in the same municipality, the club's name should include a "distinguishing designation" to clearly identify the club and distinguish the club from other clubs that share the same municipality name.

Other naming restrictions:

- The club cannot be named after a living individual, unless they have served as international president.
- No club can use the term "International" in its name.
- The club may not use the term "main" as a distinguishing designation or a designation that would imply that the club is higher ranking than the other clubs in the community.
- The term "Host" is a title of prestige to recognize the club as the parent or oldest club in the municipality.

See the charter application for additional club name guidelines and other policies.

## CENTENNIAL CLUB ORGANIZERS

The district governor can award up to three Lions who provided the most assistance in organizing a new club for the Centennial Club Organizer Award. Pins and certificates will be sent along with the new club Charter.

## CHARTER FEES

New charter members who join before the charter celebration night or 90 days following the charter approval date (whichever occurs first) pay a charter fee of US\$35 or must submit the proper certification form waiver. Members who transfer within 12 months from another club into the chartering club pay a transfer charter fee of US\$20. Transfer charter members must be transferred in good standing from the former club to qualify for transfer member status. These fees cover administrative and supply costs related to chartering a new club.

## CLUB BRANCH CONVERSION

Club branch members receive a transfer fee waiver when their branch converts to a new Lions club. Submit the *Club Branch Conversion Form* (CB-21) with the new club application in order to receive the club branch fee waiver. Branch members will automatically be dropped from the parent club when the new club is processed.

## **FAMILY MEMBERSHIP**

The Family Membership Program provides families with the opportunity to receive a special discount on dues when they join a Lions club together. The first family member (head of household) pays full international dues, and up to four additional family members pay only half the international dues. All family members pay the one-time charter fee.

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents.

Family membership is limited to no more than five qualifying members per household, and new clubs must have a minimum of ten full-paying members. Same-household residency is not required for family members under age 26 if they are pursuing higher education or serving in their country's military. Complete certification of charter family members on the Report of Charter Members (TK-21a).

## **STUDENT MEMBERS**

Students enrolled in an educational institution, and between the age of legal majority and through age 30, receive a special dues concession, paying only half international dues and are exempt of any entrance fees. The *Student Member Certification Form* (STU-5) must be submitted with the charter member application for each eligible student. Additionally, students of new Campus Lions clubs, or clubs with a majority of student members, are required to prepay one year of international dues at the student member rate and submit with the charter application.

## **LEO TO LION MEMBERS**

### **Current or Former Leos**

Current and former Leos between the age of legal majority and through age 30, who have been a Leo for at least a year and a day, receive a charter fee waiver and pay only half international dues. The *Leo to Lion Certification and Years of Service Transfer Form* (LL-2) must be submitted with the charter member application for each graduating Leo.

### **Qualifying Young Adults**

Leos can charter a new club and recruit their peers. Young adults between the age of legal majority and through age 30 also receive a charter fee waiver and pay only half international dues when at least 10 former Leos form a Leo Lions club. The *Leo to Lion Certification and Years of Service Transfer Form* (LL-2) must be submitted with the charter member application for each eligible young adult.

**IMPORTANT:** Full payment of charter fees is required in order for International Headquarters to process and approve your Lions club application.

## **PAYMENT INSTRUCTIONS**

Payments must be made to LIONS CLUBS INTERNATIONAL. Please use one of the following forms of payment.

### **1. Check/Money Order** (For US Dollar Payments)

- Send a US Dollar Check or Money Order drawn from a US bank. Any non-US checks will be returned.
- If possible, send one check for the full charter amount when the club is ready to be formed.
- Send the check with the charter application. NOTE: Stale-dated checks cannot be accepted by our bank and will be returned to the sender, delaying the process of your application.
- Please clearly state the name of the new Lions club on the check.

### **2. Deposit Slip/Wire Transfer** (All non-US Dollar Payments)

**Deposits:** Deposits must be made to a Lions Clubs International bank account. The deposit slip must show the name of the new Lions club, deposit date (day, month, and year), name of the bank and account number. A copy of the deposit slip must be enclosed with the new club application. For payment instructions by country, go to the Lions website at [www.lionsclubs.org](http://www.lionsclubs.org).

**US Dollar Wire transfers:** When a wire transfer payment is used, the wire transfer receipt must clearly show the deposit date, name of the new Lions club, the amount of the club's payment and bank account number. This information is required to match the new club to the payment and avoid a possible delay. Please include a copy of the receipt with the charter club application.

Please use the following information when making a wire transfer:

**JP MORGAN CHASE BANK, NA**  
**120 S. LASALLE ST**  
**CHICAGO, IL 60603**

**SWIFT NUMBER:** CHASUS33  
**ROUTING ABA #** 021000021  
**ACCOUNT NUMBER:** 105732  
**BENEFICIARY NAME:** International Association of Lions Clubs

Please Note: International wire transfers will require the Swift Number for timely processing. Wire transfers in the United States require the Routing ABA# for efficient and timely processing.

## **DUES**

Lions club members pay annual international dues of \$43 annually unless eligible for dues reduction, in addition to club, district and multiple district dues. International dues are charged starting one month after the charter approval date and cover many member benefits, including a subscription to LION Magazine. The amount of club dues should be established at the organizational meeting and collected as soon as possible. Dues are often collected with charter fees.

## **CHARTER APPROVAL**

Once the charter application is approved, the Membership and New Club Operations Department will forward new club supplies, charter member certificates and pins to the first guiding Lion indicated on the charter application. Supplies for clubs in India will be shipped from the office of the South Asian Secretariat in Mumbai.

The charter, a congratulatory letter from the international president and a sponsor patch is sent to the district governor to be presented during the Charter Night celebration.

Other supplies may be purchased from the Club Supplies Department at Lions Clubs International. Some materials and supplies, also available for download online at [www.lionsclubs.org](http://www.lionsclubs.org).

**Please allow 45 days from the date the completed application is received at International Headquarters to process the charter application and receive the official charter and club supplies.**

## **CHARTER NIGHT**

Charter Night is a festive event at which the district governor presents the charter to the new club. Often, a banquet is held and Lions clubs from the district and neighboring areas are invited to attend. Existing clubs often provide support, such as money or club supplies, to help give the new club a strong start.

More information regarding Charter Night may be found in the *Charter Night Planning Guide* (TK-26).

## **INTERNATIONAL HEADQUARTERS SUPPORT**

International Headquarters has many resources available to assist the new club. Encourage new members to visit the association's website at [www.lionsclubs.org](http://www.lionsclubs.org) for a comprehensive overview of the association's programs and resources.

## **FOR FURTHER ASSISTANCE**

The Membership and New Club Operations Department is available to assist the chartering of new Lions clubs. Contact us at:

### **Membership and New Club Operations Department**

Lions Clubs International  
300 W. 22nd St  
Oak Brook, IL 60523-8842, USA  
Phone: 630.203.3831  
Fax: 630.571.1691  
Email: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)



## **Lions Clubs International**

Membership and New Club Operations Department  
Lions Clubs International  
300 W. 22nd St  
Oak Brook IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
Email: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)  
Phone: 630.230.3831  
Fax: 630.571.1691  
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