

LEADERSHIP INFORMATION

PREPARE FOR A MEETING:

Agenda

Podium or Lectern

Bell

US Flag (on the right side of the speaker and/or presiding officer as the person is facing the audience)

Club Banner (on the left side of the speaker as the person is facing the audience)

Pre-plan for proper number of places at head table (President, Chairman, Speaker, Secretary, visiting dignitaries, District Governor, Region Chairman, Zone Chairman. If spouses or companions are present, add additional spaces.)

Appoint Chairman of The Day a week before the meeting

Remember to:

START ON TIME

THANK SPEAKERS and PARTICIPANTS

FINISH ON TIME!

THE FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY LAW

Courtesy to All

Justice to All

Do One Thing at a Time

The Rule of the Majority

The Rights of the Minority

Partiality to None

THE RULES THAT GOVERN

Each of us, as a member of a Lions club and the International Association of Lions Clubs, is governed by various rules and regulations, in the form of several legal documents, representing the different levels of Lionistic administration. Every Lion should possess a basic knowledge of these rules and, more importantly, you as a club officer and leader must have a working knowledge of the legal documents of Lionism which bind the club members together and bind all Lions clubs together.

CONSTITUTION AND BY-LAWS OF THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

Adopted by the First Convention of the Association in 1917 at Dallas, the International Constitution and By-Laws, which is superior to all other rules within the organization, is published as necessary after revision.

POLICIES OF THE INTERNATIONAL BOARD OF DIRECTORS

Next in importance are the Policies adopted by the International Board from time to time. The decisions taken by the Board, in strict conformity with the International Constitution and By-Laws, are set forth in the Board Policy Manual. District governors are kept posted of all decisions of the International Board affecting Districts and Clubs.

CONSTITUTION AND BY-LAWS OF THE MULTIPLE DISTRICT AND DISTRICT

Multiple District 4, California and Nevada, has its own Constitution and By-Laws which is published annually in the MD-4 Directory.

District 4-C5 has its own Constitution and By-Laws which is published annually in conjunction with the District Directory or as a separate publication.

CONSTITUTION AND BY-LAWS OF A LIONS CLUB

Each club should have its own Constitution and By-Laws. If a club does not have its own, it falls under the jurisdiction of the "Standard Form Club Constitution and By-Laws" approved and published by the International Board of Directors. Each club should also have its own policies published annually.