



# Zone and Region Chairperson

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e-Book



**Lions  
International**



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## Welcome to the Zone and Region Chairperson e-Book!

Welcome to the Zone and Region Chairperson e-Book. It contains tools and resources to help you be successful not only in your individual role, but also as a member of a cohesive district team in support of healthy clubs in your zone.

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

As zone chairperson, you fulfill an important role as a key district liaison in support of the clubs in your zone. Prior to your term as zone chairperson, you may find it helpful to learn about the many resources available to assist you.

### Global Membership Approach – Region and Zone Chairperson

Explore the new [webpage](#) designed to assist region and zone chairpersons focus on tools and resources to assist with the “Process for Success.” The process is designed to not only help clubs grow but to inspire new ideas, truly engage membership (improving retention) and empower current and potential club leaders to lead. BUILD A TEAM, BUILD A VISION, BUILD A PLAN, BUILD SUCCESS!

### Resources, Training and Tools that Prepare You for Success

The [Managing your Zone and Region webpage](#) – makes it easy to access information that is relevant to zone and region chairpersons.

- [Zone Chairperson Learning Map](#) – Provides a guide to locate training and materials for the zone chairperson role.
- [Zone Chairperson Workshop](#) – This instructor-led workshop is designed to provide zone and region chairpersons with a basic understanding of their roles and responsibilities, setting meaningful zone goals, assessing club health and using the 5 Whys Method for problem solving withing their zone. The workshop also includes a Zone Chairperson Workshop Virtual Delivery Tip Sheet, so that the workshop can be adapted for delivery via online meeting platforms.
- [Zone Chairperson and Club Officer Orientation](#) – Online course are available in the Lions Learning Center (LLC) for individual self-guided training. Log into the Lion Portal using your Lion Account credentials to access the [Lions Learning Center](#), located with Learn in the Lion Portal.
- [Certified Guiding Lion Program](#) – One of the best ways you can prepare yourself to learn and understand the roles of the club officers and successful club operation is to complete the Certified Guiding Lion course. This course is updated regularly with the most recent versions of club support tools.

## Understand the Standard Club and Model District Structures

Districts are structured and function specifically to support the health of the clubs. The model structures help you understand the relationship between districts and clubs.

- [Standard Club Structure](#) – This standard club structure shows the expanded club officers with specific focus on leadership, membership and service.
- [Model District Structure](#) – This model structure shows how the zone chairperson serves as a key liaison between the district governor and club officers through the District Governor Advisory Committee.
- [Model Multiple District Structure](#) – This model structure shows how the council of governors and council chairperson operate the business of the multiple district.

## Lion Portal serves as Your Main Connection to Information

Your district governor creates the zone and region structure in the Lion Portal and then assigns clubs to specific zones. Before you can gain access to the Lion Portal, your district governor must report you as zone chairperson of the zone you will be serving. Be sure to first confirm with your district governor that you have been assigned as zone chairperson in the Lion Portal at the beginning of your term.

## Create Your Lion Account Login

The [Lion Portal](#) – allows you access to all Lions applications: Membership, Service, Insights, Learn, Shop and more.

To log in or to register for the Lion Portal [click here](#).

- Service – Connect.Serve.Report! This site is where clubs report service, plan their service projects, connect with other Lions and create personal profiles. If you have further questions regarding service reporting, please email [lionsupport@lionsclubs.org](mailto:lionsupport@lionsclubs.org).
- Lion Portal – Tools for the Lion leaders! This site is where the club can manage their membership, create district and club profiles, check club voter eligibility, document and plan conventions as well as check new club charter application status. If you have further questions regarding the Lion Portal, please email [lionsupport@lionsclubs.org](mailto:lionsupport@lionsclubs.org)
  - [Membership Reports](#) – This information is obtainable by selecting Reports/Insights when logged into the Lion Portal.
  - Membership Register Report\_– Shows club list and status, membership count and last membership reporting date.

- Missing Club Officers– Lists missing club officers’ positions for each club.
  - Summary of Membership– Summary of membership types and gender by club.
  - [Cumulative Reports](#) – Cumulative membership and club summary report fiscal year-to-date.
  - [Club Health Assessment Report](#) – Shows all key information on club status, membership count and reporting history for all clubs in the district.
  - Club Achievement Report – Provides officer names, member achievements, reported service projects and support for LCIF. This can be downloaded in the Lion Portal under reports.
- Insights – Comprehensive overview of Lions International in the areas of Membership, Service Activity, Donations and Club strength. Also featured is District Goals Progress and Learn.
  - Learn – Provides Lions and Leos a central location to complete Lions Learning Center (LLC), located within Learn in the Lion Portal courses, search for Lions International Institutes, (FDI and LCIP), view local trainings as reported by Multiple District and District GLT Coordinators and allows an individual Lion or Leo to access their “My Learning Record” report.
  - Lions Shop – An easy way to order the most common club supplies and Lions International branded merchandise. Club presidents, secretaries or treasurers can login to their Shop account through the Member Portal and use club funds to purchase items. If you have further questions regarding club supplies, please email [orderdetails@lionsclubs.org](mailto:orderdetails@lionsclubs.org).

### **Plan the Schedule for the Year**

Good planning starts with a master calendar so you may properly dedicate time for events and obligations required for your position. Be sure to confirm the dates for the major district events, multiple district events and your own club’s events.

[Calendar Template](#) – designed to help schedule priorities and activities including club visits, zone service activities, training and more.

[Zone Planning Form](#) – designed to help zones identify actions it will take to achieve its goals.

### **Your First Thirty Days as Zone Chairperson**

Communicate with the newly elected club officers in your zone. Let them know you are there to support them and share the zone meeting dates and locations so they may also plan ahead.

## Monthly Events

While serving as a zone chairperson, be sure to remain active in your own club's meetings and events.

## Quarterly Events

One of your largest responsibilities is to lead the zone meetings of District Governor Advisory Committee. Most zone meetings are scheduled on a quarterly basis. Every district has some of its own traditions for the timing of these meetings, but they are often tied to the dates of the district cabinet meetings to facilitate communication of time-sensitive information.

District Cabinet meetings are held approximately each quarter of the fiscal year, and you will be asked to be present and participate at these.

## Semi-Annual Events

District or multiple district conferences and meetings – You may be asked to be present and participate or assist hosting at these additional district events throughout the year.

## Annual Events

One of the most important responsibilities of a zone chairperson is to encourage and invite the members of clubs in your zone to attend any or all of the major convention and learning events to build friendships and knowledge beyond their club.

- [District Convention](#) – The annual district convention is a celebratory event that provides opportunities for service, fellowship, learning and recognition. You will be highly involved in many aspects of the district convention.
- Multiple District Events – The annual multiple district convention also provides additional training and networking. If your multiple district holds a mid-term conference, you may be asked to assist with sessions or presentations.
- International Convention – This is Lions International premier international event! [LionsCON](#) is a great webpage that provides you a one-stop shop to everything you need to join Lions Clubs International premier international event, including online registration, venues, convention programs and area tours.

## International Events

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



## Constitutional Area-wide Events

- [Lions International Forums](#) – All Lions in the constitutional area in which the forum is held are invited to participate.

## Your Role in the District

As zone chairperson, you serve as the link between the district and the clubs. You are the district cabinet member who is the closest to the clubs in your district. By understanding the needs of the clubs in your zone, you help clubs achieve excellence in leadership development, membership growth, meaningful community service, and fundraising efforts for LCIF.

## Club Visitations and Engaging Interaction

Take time to prepare before making a visit to each of the clubs in your zone. Visit our “*Make your club visitation count!*” [webpage](#) to learn more.

In addition, here are useful reports to gain insight into key club health indicators:

- [Club Quality Initiative](#) – The Club Quality Initiative is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow.
- [Your Club, Your Way!](#) – This resource offers ideas for ways that clubs can customize their meetings for an enjoyable membership experience.
- Plan for Your Club’s Success (Global Membership Approach) [Webpage](#) – This webpage has been designed to assist clubs in attracting new members, overcome challenges, and develop new goals and strategies. Clubs can use this [planning guide](#) and [PowerPoint](#) to discover their strengths, ways to improve and new opportunities that will help them grow and thrive! Planning forms help develop a vision, assess your club’s needs and organize your plan for a successful implementation.
- [Club Troubleshooting Guide](#) – Helpful guide that identifies common club issues and provides resources with potential solutions.
- [E-Clubhouse](#) – This webpage is where a club may create a free website for itself.
- [Best Practices for Financial Transparency](#) – This simple guide provides the very basic principles for maintaining open and transparent accounting practices for the club or district.
- [Club Health Assessment](#) – This key monthly report gives a quick analysis of the key indicators of club strength for all clubs in the district.
- [Ceremony for Installation of Officers](#) – You may be asked to install new club officers as the official representation of the district at a club’s annual banquet.

## Resources to Strengthen Struggling Clubs

- [Rebuilding and Reactivating Clubs](#) – There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.
- **Club Rebuilding:** Club Rebuilding allows more flexibility for District Governors to focus efforts to support weak clubs by eliminating the limitations of visits. Club Rebuilding focus on the areas of rebuilding, recruiting new members, training officers and providing meaningful community service. For clubs needing assistance, please fill out the [Club Rebuilding Application](#) and obtain the appropriate signatures.
- [Status Quo Recommendation Form](#) – This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the Obligations of a Club. See Board Policy Manual, Chapter V.
- [Club Reactivation Report](#) – This form is required for both clubs wishing to return from Status Quo or to rescind a charter cancelation (within a twelve-month period of cancelation).
- [Financial Suspension Policy](#) - This is a type of Status Quo referring specifically to non-payment of international dues.
- [Protective Status](#) – See the Board Policy Manual, Chapter V, Paragraph F. A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters.
- [Guiding Lion and Certified Guiding Lion Program](#) – This program is designed to support the success of new clubs but is also available to support older clubs to renew and re-focus their club.

**Report concerns or to request support from Lions International** contact us by email at [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org).

## Club Officer e-Books

Each club officer now has a resource e-Book as a reference to the tools and resources for each to be successful in their role as a club leader. Become familiar with each of these to assist your officers fulfill their roles. Each e-Book is organized to chronologically guide the officer throughout the tasks of the typical club fiscal year.

- [Club President and First Vice President e-Book](#)
- [Club Secretary e-Book](#)
- [Club Treasurer e-Book](#)
- [Club Membership Chairperson e-Book](#)

- [Club Service Chairperson e-Book](#)
- [Club Marketing Chairperson Guide](#)

### **District Governor Advisory Committee Meetings (zone meetings)**

One of your most important responsibilities is to lead the District Governor Advisory Committee meetings; also known as zone meetings. Below are tools and resources to assist your success:

- [Zone Meeting PowerPoint](#) – use this template to help guide your zone meetings.
- [District Governor’s Advisory Committee Meeting Guide \(Zone Meetings\)](#) – This guide provides tools and tips for an effective and meaningful meeting. Zone meetings provide an opportunity for club leaders to come together and share ideas, challenges, best practices and successes with each other.
  - [Meeting Preparation Checklist](#) – This writable file may be used to manage the logistical details for each zone meeting.
  - [Challenges and Opportunities Worksheet](#) – Provide this writable worksheet to the club officers prior to the zone meeting. This assists the officers to be prepared for a more focused discussion.
  - [Sample Format: Meeting Minutes](#) – This may be used to record the proceedings of the zone meeting.
  - [Participant’s Evaluation](#) – At each meeting, provide an evaluation sheet to each participant to provide feedback on value of the zone meeting to the needs of the club officers.
  - [District Governor’s Advisory Committee Report](#) – This writable pdf report should be completed directly after each zone meeting and provided to the district governor, region chairperson and global action team district coordinators pertinent to that specific meeting.
  - The Global Action Team district coordinators are available to provide subject matter expertise in the areas of [Service](#), [Membership](#), [Leadership](#) and [Extension](#) development for clubs and club officers in your zone. Become familiar with the district Global Action Team coordinators and involve them in your District Governor Advisory Committee meetings. This year LCIF district coordinators have a particularly important role.
  - [Global Action Team](#) – This webpage provides information on the mission and goal of the Global Action Team.

Reach out to your Global Action Team district coordinators to invite each to one of your zone meetings to assist clubs as needed.

## Recognition/Awards

- [Club Excellence Award](#) – Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Awards.
- [Zone and Region Chairperson Awards](#) – By following the steps outlined in the award criteria, you will become more aware of the programs available, help your clubs achieve their goals and participate in activities that will advance your own skills as a Lion leader.

## About Lions Clubs International Foundation

[Lions Clubs International Foundation \(LCIF\)](#) is the charitable arm of Lions Clubs International. LCIF's mission is to empower Lions clubs, volunteers, and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives globally, and encourage peace and international understanding.

Since 1968, LCIF has funded humanitarian service through donations from Lions Clubs International members; the general public; and partners. LCIF's funding model ensures 100% of donations support grants and programs.

As the only foundation to empower the service of Lions worldwide, LCIF has awarded more than 20,000 grants worldwide, totaling more than US\$1.2 billion: Among the many services projects made possible through LCIF Funding, highlights include:

- Funding 9.7 million cataract surgeries
- Helping youth and educators in more than 110 countries through Lions Quest, the foundation's premier youth development and social and emotional learning program
- Providing more than US\$160 million for disaster relief and preparedness

For more than 50 years, LCIF has remained steadfast in its commitment to empowering Lions globally through their service. With every grant awarded, beneficiaries have opportunities to enjoy safer, healthier, and more productive lives.

Contact us: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

## LCIF Grants

LCIF offers a wide variety of grants to support Lions' service to their local communities and the world. For decades, LCIF has contributed to Lions' efforts in the focus areas of vision, disaster relief, youth and humanitarian causes. Visit the [LCIF Grants Toolkit](#) for more information.

- [Childhood Cancer Grants](#) help support and improve quality of life for children with cancer and their families.
- [Diabetes Grants](#) help reduce prevalence of diabetes and improve quality of life for those diagnosed.
- [Disaster Grants](#) offer a variety of funding options designed to support Lions-led relief efforts during the various stages of disaster relief operations, including:
  - Emergency Grants help Lions provide immediate emergency assistance to victims of natural disasters.
  - Preparedness Grants support partnering with local authorities and organizations to prepare for future relief efforts.
  - Community Recovery Grants help support short-term clean-up and repair where immediate needs are already addressed by other organizations.
  - Major Catastrophe Grants provide support for relief efforts following natural disasters or civil calamities with significant international impact.
- [District and Club Community Impact Grants](#) fund local humanitarian projects on a club and/or district level.
- [Hunger Grants](#) support Lions' service projects focused on alleviating hunger and improving access to food resources.
- [Leo Service Grants](#) support Leos in assessing, planning, and implementing their own service projects.
- [Lions Quest Grants](#) support school and community based Social-Emotional Learning (SEL) programs for youth in grades Pre-K through 12.
  - Program Grants are implemented where Lions have detailed plans and commitments from local schools, or where programs are ready for expansion.
  - Promotional Grants assist districts in improving understanding of Lions Quest programming and communicating program value.
  - Community Partnership Grants start Lions Quest programs in new areas or reactivate dormant programs.
- [Matching Grants](#) Help establish or expand Lion-initiated projects where there is an unmet humanitarian need.

- [SightFirst Grants](#) support the development of comprehensive eye care systems through projects that focus on infrastructure development, human resource training, eye care service delivery and eye health education.

For a printable version of these descriptions, download [Supporting your Service: A Guide to LCIF Grant Opportunities](#).

Contact us: [LCIFGlobalGrants@lionsclubs.org](mailto:LCIFGlobalGrants@lionsclubs.org)

### **Getting Started Locally**

Many presentations and learning opportunities are available to prepare clubs, districts, and multiple districts in planning and implementing projects funded by LCIF. To facilitate education about LCIF grants in your zone:

- Speak with your LCIF district coordinator to learn more about LCIF's history of grants in your district
- Learn more about identifying needs in your community, district resources, and the process of applying for a grant using [10 Tips: Applying for a LCIF Grant](#).

### **Supporting LCIF**

The grant funding mentioned above is only through continued support of LCIF from Lions, Leos, Lions clubs, partners and friends of the foundation. Every donation to LCIF makes a difference, no matter the amount, and every dollar donated transforms into life-changing service that brings hope to a world in need. Our world continues to need Lions. And Lions need funding from our global foundation to magnify the impact of their service.

### **Recognition Programs**

To honor and recognize our donors, LCIF has created a comprehensive recognition structure. Recognition varies by level of support and is available to individuals, clubs, districts, multiple districts, corporations and other contributing partners.

- [Presidential LCIF Supporter Recognition](#)
- [Melvin Jones and Progressive Melvin Jones Fellows](#)
- [Lead and Major Gift Recognition](#)
- [Lions Legacy Society](#)
- [Club Recognition](#)
- [District Recognition](#)
- [Memorial Donations](#)
- [In Honor Donations](#)
- [Corporate Recognition](#)

Learn more: <https://www.lionsclubs.org/en/give-how-to-give/recognition-programs>

Contact LCIF Development: [lcifdevelopment@lionsclubs.org](mailto:lcifdevelopment@lionsclubs.org)

Contact LCIF Donor Services: [donorassistance@lionsclubs.org](mailto:donorassistance@lionsclubs.org)

### **Club LCIF Coordinator**

Each club is to identify and appoint a club LCIF coordinator. The main responsibilities of the club LCIF coordinator are to:

- Raise funds. Implement fundraising strategies in support of LCIF, including through individual member donations, fundraising events, club treasury gifts, and donations from local non-Lions and businesses.
- Make a plan. Develop a specific set of activities for their club's support of LCIF in a given year.
- Tell the story of LCIF. Educate their club on the importance and impact of LCIF.
- Build a team. Invite other club members to join them in planning fundraising activities.
- Learn more about LCIF grants. Explore the District and Club Community Impact Grant program (see LCIF Grants section above) to learn how a percentage of unrestricted contributions to LCIF can be transformed into grants that fund local projects.

Club LCIF coordinators connect each individual club to the foundation, and help your district achieve its goals. You can work with your LCIF district coordinator to ensure that all clubs in your district have identified and appointed a coordinator who can fulfill this responsibility.

Every effort should be made to assign a club LCIF coordinator who is knowledgeable about the foundation and committed to raising awareness and supporting fundraising efforts. If no individual is assigned in MyLCI by August 1, the Immediate Past Club President will be automatically assigned. Clubs are allowed to reappoint the club LCIF coordinator who served the previous year, but the club must assign this role by August 1 to avoid an automatic replacement.

### **Working with the LCIF District Coordinator**

LCIF district coordinators are appointed by the LCIF Chairperson as members of the district cabinet. They serve in this role to help the district and the governor reach their LCIF fundraising goals. It is important to begin working with your district coordinator right away to plan a strategy including:

- Strategizing about fundraising opportunities for your district.
- Developing messaging themes important to the Lions in your district.

- Planning a schedule of contact for each club in your district.
- Setting recognition goals for the district.
- Making sure our district coordinator is invited to speak at district conventions and zone meetings.

## **Responsibility and Privacy**

LCIF stewards donor funds with a focus on transparency, governance, leadership and results. LCIF is committed to its donors, who are integral to making Lions life-changing service possible. With 100% of donations going towards grants and programs, LCIF empowers the compassionate service of Lions and those who need our help.

Learn more: <https://www.lionsclubs.org/en/explore-our-foundation/responsibility-privacy>

## **Promoting Harmony among Chartered Clubs**

### **Governing Documents**

- [International Constitution and By-Laws](#) – This is the fundamental governing document for the association.
- [Standard Multiple District Constitution and By-Laws](#) – This pdf file is also available as a [Word document](#) to serve as a template from which the council may update its own governing document.
- [Standard District Constitution and By-Laws](#) – This pdf file is also available as a [Word document](#) to serve as a template from which the cabinet may update its own governing document.
- [Standard Club Constitution and By-Laws](#) – This pdf file is also available as a [Word document](#) to serve as a template from which the club may update its own governing document.
- [Board Policy Manual](#) – This landing page provides hyperlinks to each Chapter individually containing important policies that you will often reference and abide by.

### **Legalities and Technicalities**

- [Use of Funds Guidelines](#) – This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.
- [General Liability Insurance Program](#) – The International Association of Lions Clubs has a program of commercial general liability insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.



- [Certificates of Insurance](#) – In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own online.
- [Supplemental Insurance](#) – In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.
- [Lions Trademark Overview](#) – This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.
- [Lions Clubs International and Lions Clubs International Foundation Privacy Policy](#) – Lions Clubs International (LCI) and LCIF recognize the importance of protecting the private information of our members.

### **Preventing and Resolving Disputes**

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

- [Dispute Resolution Guidelines](#) – The guidelines are intended to assist Lions members, clubs and districts (single, sub and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors and are not intended to replace the policies adopted by the International Board of Directors.
- [Club Dispute Resolution Procedure](#) – This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) – This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district’s constitution, by-laws and policies.

- [Multiple District Resolution Procedure](#) – This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [District Governor/Vice District Governor Election Complaints Procedure](#) – This document contains the rules of procedure for hearing constitutional complaints concerning district governor, first and second vice district governor elections irregularities.

### **Lions International Headquarters**

[Contact Us](#) – This webpage contains contact information, e-mail addresses and phone numbers as well as descriptions of main support functions for each division.



## **Lions International**

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