

DUTIES AND RESPONSIBILITIES OF ZONE CHAIRS IN LIONS MULTIPLE DISTRICT 12 OF TENNESSEE

Duties of Zone Chair as per LCI By-Laws page 45

ARTICLE X : Section 2. (e) **Zone Chairperson.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Serve as chairperson of the district governor's advisory committee in his/her zone and as such chairperson to call regular meeting of said committee.
- (3) Play an active role in membership development including extension of new clubs.
- (4) Play an active role in leadership development at the club level.
- (5) Perform such other functions and acts as may be required by the International Board of Directors through the district officers manual and other directives.

Zone Meetings from MD-12 Constitution page C-9

ARTICLE X; Section 2. Zone Meetings: Meetings of all the member Clubs in a Zone shall be designated and known as Zone Meetings, and Zone Meetings shall be held throughout the District during the year at times and places to be fixed by the Zone Chairman of each individual Zone, who shall be in active charge, under the supervision of the Region Chairman of the Region in which the Zone is part. Such Zone Meetings shall be arranged and of such a number as will make it possible and convenient for the members of each Club in each Zone to attend at least two such meetings each year.

District Governor's Advisory Committee Meetings MD-12 Constitution Page C-10

ARTICLE XI; Section 1. Committee Composition: There shall be a District Governor's Advisory Committee in each Zone, composed of the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone. The Zone Chairman shall be the Chairman of this Committee.

ARTICLE XI: Section 2. Committee Meetings: The Zone Chairman in each particular Zone shall call and conduct no fewer than three and preferably four meetings of this District Governor's Advisory Committee during the year. The first of these meetings shall be within ninety (90) days after the adjournment of the preceding International Convention; the second, in the month of November; the third in the month of February or March; and the fourth approximately thirty (30) days prior to the State Convention.

Zone Chair Duties from MD-12 By-Laws Page B-12

ARTICLE IV; Section 5. Zone Chairman: The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his Zone. His specific responsibilities shall be to:

- A. Further the Purpose and Objects of the Association;
- B. Serve as Chairman of the District Governor's Advisory Committee in his Zone and, as such Chairman, to call regular meetings of said committees as provided in Article XI of this Constitution;
- C. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to the District Governor, Region Chairman and Lions International;
- D. Play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in the Zone;
- E. Represent each Club in his Zone in any problems with the District, Multiple District or Lions International;
- F. Supervise the progress of District, Multiple District and Lions International projects in his Zone;
- G. Arrange, with the cooperation of his Region Chairman, regularly scheduled Zone Meetings (meetings to which all Lions in the Zone are invited) and serve as the presiding officer of these meetings.
- H. Encourage the Clubs in his Zone to hold interclub meetings (meetings of Lions Club with other Lions Clubs) and such other social activities as golf, bowling and softball tournaments; banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Week, honoring Key Members, Monarchs, etc.; installation of officers; induction of new members; ladies' nights ; outings, and other similar functions. He shall promote attendance at Charter Nights of newly organized Clubs;
- I. Endeavor to have every Club within his Zone operating under a duly adopted Club Constitution and Bylaws;
- J. Promote representation at International, State, and District Conventions by at least the full quota of delegates to which Clubs in this Zone are entitled.
- K. Visit a regular meeting of each Club in his Zone once or more during his term of office, reporting his findings to the Region Chairman – particularly with respect to weaknesses he may have discovered (copy to the District Governor);
- L. Perform such other functions or acts as may be required of him by the International Board of Directors through the Zone Chairman's manual and other directives.

THE FORMS ON THE FOLLOWINGS PAGES HAVE BEEN GENERATED TO ASSIST THE ZONE CHAIRS IN PERFORMING THEIR DUTIES.

ZONE CHAIR ORGANIZATIONAL CABINET MEETING REPORT FORM

(To be filled out and presented to District Cabinet on day of meeting- Make copies if needed)

ZC NAME _____ DISTRICT _____ ZONE _____ DATE _____

CURRENT STATUS OF CLUBS IN YOUR ZONE: (Contact each Club Secretary to assist you in determining the status of their Club)

1. All Clubs Current year officers have been elected, reported (Pu-101), installed, and have attended officer training. _____

With the following exceptions:

2. All Clubs current in International, Multiple, and District Dues. _____

With the following exceptions:

3. Current membership status of the Zone and each Club (As of June 30, ____)

4. Zone meetings that are scheduled? (One in each quarter, may be Joint Zone, held at host club)

5. Any known problems in the Zone to be brought to the Cabinet at this time?

6. What plans do you have for the Zone this year?

ZONE CHAIR FIRST CLUB VISIT REPORT

(Make visit during first quarter of the year. This visit should be scheduled during Club's Board meeting. Make copies of this form. Fill out one form for each club. Send completed copy to District Gov. ASAP)

ZC NAME _____ CLUB _____ DATE _____

1. Has the **current** year Club's Administrative and Activities Budget been proposed by the Board and approved by the Club membership? _____

2. Has the **current** year Club Committee assignments been made and distributed? _____

3. Have **current** year Club goals for Membership, Retention, and Orientation been established?

4. Have all new members added to the Club recently received or been scheduled for their Lions Orientation and assigned to Club Committees?

5. What **current** year Club Fund Raising Events and Community Service Activities have been planned?

7. Does Club sponsor Leo Club, Peace Poster, participate in Contest & Awards, Etc.?

6. Have Monthly Membership Reports, and dues payment, been on time? _____

7. Does the Club (Usually Secretary) have in their files a **current**; LCI; MD-12; District Constitution & By- Laws, and Club Constitution & By- Laws (Or Club Standard Form if Club doesn't have one) and current copy of Roberts Rules of Order and Club Officers Manual?

8. Does the Club have any areas in which they need assistance?

ZONE CHAIR SECOND CLUB VISIT REPORT

(Make visit during Feb.-Apr. This visit should be scheduled during Club's Board meeting. Make copies of this form. Fill out one form for each club. Send a completed copy to District Gov. ASAP)

ZC NAME _____ CLUB _____ DATE _____

1. Are **current** year Club goals for Membership, Retention, and Orientation been met? Why Not?
Is further help needed?

2. Have all new members added to the Club recently received or been scheduled for their Lions Orientation and assigned to Club Committees?

3. Have **current** year Club Fund Raising Events and Community Service Activities been fruitful?

4. Have Officers for **next** year been elected, reported (PU 101) and scheduled for training?

5. Have Monthly Membership Reports and dues payment been on time? _____

6. Has Club nominated a Lion of the year, Decade, and others awards yet?

7. Has Club donated to LCIF (If over \$1000, designated a Melvin Jones Fellow)? _____

8. Has Club participated in District White Cane Day activities and/or made donations to District/ State Projects? List them

9. List some current year accomplishments the Club is proud of:

9. Does the Club have any areas in which they need assistance?

ZONE CHAIR ZONE MEETING REPORT

(Schedule one during each quarter of the year. They can be jointly held in 2 or more Zones, usually at a Host Club/Location. Make copies of this form as needed. Fill out one form for each Zone Meeting.

Send a completed copy to District Gov. ASAP)

ZC NAME _____ ZONE(S) _____ DATE _____ MTG # _____

- 1. Was a host Club/Location used for this meeting? _____
- 2. Were all Clubs in Zone(s) invited to the meeting? _____
- 3. Was an Agenda prepared and followed for the meeting _____
- 4. Was a Speaker scheduled? _____ Topic? _____

(Topic should be relevant to current Lion’s issues. M-E-R-L, Fund Raising, Community Service, Etc.)

- 5. Clubs present, Number of members from each. Other significant guests.

- 6. Summary of topics/issues discussed at the Zone Meeting.

- 7. Any issues needing follow up action?

- 8. Were all absent Zone Clubs contacted after the meeting: To express your regret that they missed the meeting; Give a brief summary of meeting; and invited to the next one?

ZONE CHAIR CABINET MEETING REPORT FORM

(Use this form for all Cabinet meeting except Organizational. To be filled out and presented to District Cabinet on day of meeting- Make copies if needed)

ZC NAME _____ DISTRICT _____ ZONE _____ DATE _____

I ZONE MEETING REPORT: (Give brief summary of info about Zone meeting held since last Cabinet and schedule for next ones. Continue on back of form if needed.)

II CURRENT STATUS OF CLUBS IN YOUR ZONE: (Contact each Club Secretary to assist you in determining the status of their Club. Give brief summary for each Club about membership, activities, and status since last Cabinet meeting.)

Club 1: _____

Club 2: _____

Club 3: _____

Club 4: _____

Club 5: _____

Club 6: _____

NEW MEMBER INDUCTION CEREMONY (LCI Pamphlet) ME-22 EN

Suggested Ceremony Order

1. Begin by inviting each new member and their sponsor individually by name to the front of the room.
2. Welcome all the participants to the ceremony and share your joy for their attendance.
3. Give a brief history of the distinguished history of Lions Clubs International.
4. Present a short history about your club and its current activities.
5. Administer the pledge.
6. Present the pin.
7. Close the ceremony with a welcoming statement on behalf of your club and district, the presentation of a New member kit and an explanation of the sponsor's responsibilities.

Suggested Presentation Wording

Following is suggested wording for the different facets of the Induction Ceremony as described in the Suggested Ceremony Order above. Feel free to change the wording as necessary to reflect local customs, add further information or reflect the presenter's communication style.

1) Call to Order

We are about to begin our New Member Induction Ceremony, in which we will induct _____ new members into our club. At this time, I would like to call each of the new members and their sponsors. As their names are called, will the sponsors and new members please rise and come forward. Please hold your applause until all the names are announced. Thank you. (*Insert new member names and sponsor names.*)

2) Welcome

Ladies and gentlemen, on behalf of the officers and members of the _____ Lions Club, I want to express our sincere pleasure at your presence at this meeting. You have been invited to become members and we are all extremely proud that you have accepted membership in our club and Lions Clubs International. The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is also a key element in the lifelong retention of a member. A thoughtful induction, followed by a thorough orientation and meaningful involvement in the club's activities will keep a new member interested and engaged in the club. (or – alternate: will help the new member feel that he/she is a valuable part of the club.) While it is customary for the club president to induct new members, it is certainly appropriate to have a former international or district officer, the Membership Committee chairperson or a well-respected senior Lion conduct the ceremony. Induction Ceremonies will vary depending on local customs or activities of the club and district. *Also, it is acceptable and encouraged to adapt the New Member Induction Ceremony to the affiliate membership category.* When planning the ceremony, it is important to keep in mind that it should be dignified and meaningful for the participants.

Following are some ideas for creating an appropriate and meaningful Induction Ceremony, as well as suggested wording for the presentation.

Membership in a Lions club is a privilege. You have joined the world's largest and most active service club organization; a group of more than 1.4 million men and women in _____ clubs in _____ countries and geographical areas around the globe, who are dedicated to making a difference.

Through your membership, you will help our club reach out to people in need in our community, and throughout the world.

3) Lions Clubs International History

You are becoming part of a distinguished service history that dates back to 1917, when Lions Clubs International began as the dream of Chicago insurance man Melvin Jones. He believed that local business clubs should expand their horizons from purely professional concerns to the betterment of their communities and the world at large.

Jones' own group, the Business Circle of Chicago, agreed. After contacting similar groups around the country, an organizational meeting was held on June 7, 1917, at the LaSalle Hotel in Chicago, Illinois, USA. The new group took the name of one of the groups invited, the "Association of Lions Clubs," and a national convention was held in Dallas, Texas, USA in October of that year. Thirty-six delegates representing 22 clubs from nine states were in attendance. The convention began to define what the association was to become. A constitution, by-laws, objects and code of ethics were approved.

Since that humble beginning, Lions club members have volunteered their time and talents to meet needs wherever they exist. Lions are especially dedicated to serving the blind and visually impaired, a commitment made after Helen Keller challenged our members to become her "knights of the blind in the crusade against darkness" during the 1925 convention in Cedar Point, Ohio, USA.

Our motto, "We Serve" perfectly exemplifies the dedication to helping those in need felt by Lions worldwide. Your membership in the _____ Lions Club will help us carry on this tradition of service for many years to come.

5) Suggested Pledge 1

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

I do hereby accept membership in the _____ Lions Club knowing that such membership encourages me to participate in functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, and contribute my share to the programs of my club, district and Lions Clubs International. You are now officially a member of the _____ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership."

Suggested Pledge 2

"Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask that you respond to my words with a simple 'I do' or 'I will.'

Do you hereby accept membership in the _____ Lions Club knowing that you are encouraged to participate in functions of the club? **- I do -**

To the best of your ability will you abide by the Lions Code of Ethics, attend meetings whenever possible and contribute your share to the programs of your club, district and Lions Clubs International? **- I will -**

You are now officially a member of the _____ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership."

Suggested Pledge 3

"I, _____ in the presence of the members of the _____ Lions Club, take this solemn obligation to abide by the constitution and By Laws of the club and that of Lions Clubs International, 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. Furthermore, I will help the club by actively serving on committees and in other capacities where my efforts are needed, and that, I will practice the principles of the Code of Ethics and the Purposes of Lions Clubs International.

By the power vested in me by Lions Clubs International I now declare you as having been inducted as a Lion in Lions Clubs International.
Congratulations!"

6) Pin Presentation

(Sponsor presents pin to new member.)

"Now, I would like to ask the sponsor, Lion _____ to respond to my words with a simple 'I will.'

Will you fulfill the following obligations?

- Be a sponsoring 'mentor' for your new lion;
- 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;
- Arrange for orientation sessions for the new member;
- Be ready and willing 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 –

7) Closing Statement

"Fellow Lion _____ (*insert new member name*), wear this emblem with pride, for it represents your membership in the world's largest service club organization; an association that has a distinguished legacy of meeting needs worldwide.

Let me congratulate you and welcome you to 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 extremely proud and happy to have you as a member of the _____ Lions Club."

CEREMONY FOR INSTALLATION OF OFFICERS FOR LIONS CLUBS (LCI LE-1 2M 11-97)

NOTE: Before the meeting starts, the installing officer (probably the immediate past president of the club) should appoint an assistant. This assistant should become familiar with the diagram on page 14 and see to it that the incoming officers take their correct places in front of the dais.

Installing Officer:

“It is my honor today to install the officers of this club for the coming fiscal year.

Lion Secretary, have the officers to be installed been properly elected to their respective offices? (The secretary attests the election.) It is not my intention to instruct them in detail in their various duties. Their names will be filed in the office of Lions Clubs International, from which they will receive information and suggestions for carrying out their various duties. I know they can be depended upon to read and study this informative material carefully, and to execute their duties faithfully.”

“I shall, however, call each officer to the dais, and briefly outline (his/her) duties in the club, so that all members may know what to expect.”

(The Lion Tamer is called and takes a place in front of the dais a little to the right of the Speaker- see diagram.)

Installing Officer:

“Lion _____, you have been elected to serve as Lion Tamer. As such you will be in charge of and responsible for the club’s property. You will see to it that the flags, gong, gavel and badge boards are properly placed, that the standard organization chart is displayed conspicuously at every meeting; and that all materials are properly distributed. You are to assist the past presidents as the official greeters, always welcome and introduce all guests and see that places are provided for all. Will you perform these duties to the best of your ability?”

Lion Tamer: “I will.”

(The Tail Twister is called and takes a place next to the Lion Tamer—see diagram.)

Installing Officer:

“Lion _____, you have been elected to serve as Tail Twister. As such you shall maintain harmony, and encourage good feelings, life and enthusiasm in the meetings. You shall impose and collect the fines at the meetings (and shall use your best judgment when doing so). Much of the success of the meetings will depend upon your resourcefulness in promoting fellowship, fun and laughter, making the members forget, for a time at least, their business and any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship. Will you perform these duties to the best of your ability?”

Tail Twister: “I will.”

(Four directors are then called and take their places to the left of the speaker—see diagram.)

Installing Officer:

“Lions _____ and _____, you still have one year to serve as directors. Lions _____ and _____ you have been elected to serve as directors on the board two years. With the other officers, you form what is termed the board of directors of the club. Your position is important because you will assist in formulating and executing the policies of the club. All new business is considered and shaped by this board of directors.

“You will faithfully attend the regular and special meetings of the board, and give unselfishly of your time and effort to advance your club and Lions Clubs International.

Will you perform these duties to the best of your abilities?”

Directors: “I will.”

(The Membership Director is called and takes place to the right of the speaker and in front of the Lion Tamer—see diagram.)

Installing Officer:

“Lion _____, you have been elected to serve as the club’s Membership Director. You will lead the Membership Committee, and help them to develop and implement a growth program as approved by the club’s board of directors. You will regularly report to the club and encourage and assist members in bringing qualified members into the club, always using proper recruitment methods. In addition, you will work with the club’s leadership in insuring that membership losses are kept at a minimum. You will also serve as a member of the zone level membership committee and cooperate generally with programs at the district level. Will you perform these duties to the best of your ability?”

Membership Director: “I will.”

(Vice-presidents are called next and take their places between the directors and the Tail Twister—see diagram.)

Installing Officer:

“Lions (third vice-president, second vice-president and first vice-president), you have been elected to serve as vice presidents. What I have just said about the duties of the directors also applies to you. In addition, you, in order of your office and presence, will substitute for the president when absent from any club or board of directors meeting. “Your position is more than an honorary one. In a Lions club, the vice-presidents shall, under direction of the president, oversee the functioning of such committees as the president may designate.

“Will you, as vice-presidents, perform your duties to the best of your abilities?”

Vice-presidents: “I will.”

(Treasurer is then called and takes a place just in front of the third vice-president—see diagram.)

Installing Officer:

“Lion _____ you have been elected to serve as treasurer. As such you will be custodian of all club funds. Naturally you will deposit all monies received in such bank or banks as are designated by the board of directors. You will assist the finance committee in preparing a budget and such financial statements as may be necessary. You will disburse funds only upon direction of the board of directors. You will give bond for the faithful performance of your duties; this is for your own protection and in keeping with recognized and accepted business procedure.

Will you, as treasurer, perform your duties to the best of your ability?”

Treasurer: “I will.”

(Secretary is then called and takes a place beside the treasurer, in front of the first vice president- see diagram.)

Installing Officer:

“Lion _____, you have been elected to serve your club as secretary. Yours is one of the most important offices in the club. The success of your club will be determined largely by the efficiency with which you perform the duties of your office. You are the president’s right hand. Under the president’s direction and that of the board of directors, you are the liaison officer between your club and Lions Clubs International and between your club and your district governor’s organization. You will receive many communications from both. Through you, in the post of

corresponding officer, it will be your duty to see that all communications are properly referred to your board of directors or your club as circumstances require or justify.

“Among your duties as provided in the Lions Clubs International Constitution and By-laws, you shall submit regular Monthly Membership Reports to Lions Clubs International, with copies to our district governor and vice district governor. You shall keep the general club records, including minutes of club and board meetings, committee appointments, officers’ list, attendance records, list of key members and list of members showing their classifications, addresses and telephone numbers. You shall collect from the members, and others, all monies due the club, turning such funds over to the treasurer, taking proper receipt.

“You shall furnish a financial statement to the board of directors monthly, to the club quarterly, and to Lions Clubs International semi-annually. As part of your monthly report to the board, you shall include the names of all members who are in arrears in payment of dues and those who have absented themselves beyond the attendance requirement provided in the Constitution and By-laws.

“You are also an active member of the district governor’s advisory committee and as such you will attend the quarterly advisory committee meetings of your zone. You will receive pertinent information from Lions Clubs International intended to aid you in properly performing the duties of your office. Will you, as secretary, perform such duties to the best of your ability?”

Secretary: “I will.”

(The president is then called and takes a place between the secretary and the treasurer, two or three steps in front of them—see diagram.)

Installing Officer:

“Lion _____, having been elected to the office of president of your club, you are its chief executive officer and will be expected to preside at all meetings of your club, and regular and special meetings of your board of directors.

“It is your duty to appoint the administrative and activities committees, in accordance with the Lions International Club Standard Organization Plan, and to act as an ex-officio member of each of these committees. With your vice-presidents, you shall see to it that these committees function.

“You are also, with the club secretary, an active member of the district governor’s advisory committee and as such you will attend the quarterly advisory committee meetings of your zone.

“Keep in mind that at the end of your term of office you will be called to give an account of your stewardship. Your record of achievement will then be history. This record in years to come will be compared with the records of other presidents. Your club members will best decide your success. Now is the time to plan, and take steps to continue to build your club in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions Clubs International. Will you, as president, perform your duties to the best of your ability?”

President: “I will.”

(Officers should now appear lined up in the following order. See below.)

1st V.P. 2nd V.P. 3rd V.P.

DIR.

TAIL TWISTER

DIR.

SECY.

TREAS.

LION TAMER

DIR.

MEM. DIR.

DIR.

PRESIDENT
SPEAKERS’ TABLE
Installing Officer

Installing Officer:

(Addresses members of the board of directors.)

“The policies and the achievements of this Lions club will depend largely upon the actions of the board of directors of which you are members. “You shall authorize all expenditures. So may I, at this time, caution you not to create any indebtedness beyond the income of the club, nor disburse funds for purposes that are non-essential to the objects of the club.

“On your honor as Lions, do you individually and collectively promise to stand by this club, live with it and work with it throughout the coming year; to take such time as may be necessary to perform your official duties properly?”

Officers: **“I do.”**

Installing Officer:

(Requests club membership to rise. Addresses club members.)

Lions, I want to call to your attention the fact that these Lions who have been entrusted by you with the club responsibilities for the coming year, have signified their intention to exert their very best personal efforts to make your Lions club the kind of organization it should be.

“It must be remembered that the only way in which these new officers can successfully carry on is for them to receive the fullest support of every individual member. As an individual, when requested by your president to serve on a committee, to perform some duty in Lions or to support your club in any way in which it will need your support, will you bear in mind that you members collectively elected these officers, and accordingly, will you pledge to support them actively at all times?”

Club members: **“I do.”**

Installing Officer:

“It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

(Addresses president, presenting the gavel of the club):

“To you, Lion President, I hand this gavel, as a token of your club’s esteem, love and confidence in you, and as your symbol of authority. On behalf of the membership of your club, I want to assure you to their readiness to follow your leadership during your term of office.”

“And now Lion _____, it is my personal pleasure to congratulate you upon the honor your club has conferred in electing you as its chief executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.”