



CLUB BRANCH APPLICATION / OFFICER UPDATE

The "parent" club can use this worksheet as a guide for obtaining all information to complete the application/update in the Member Portal. You will NOT need to mail this this worksheet to LCI headquarters.

PLEASE PRINT OR TYPE INFORMATION CLEARLY

☐ New Club Branch (Submit with the report of Branch Membership (CB-2))		☐ Existing Club Branch Officer Update	
Is this a Specialty Club? ☐ Yes ☐ No		If yes, please list club specialty:	
Date		District	
Parent Club Name		Parent Club Number	
Club Branch Name			
Has an Extension Workshop been held in your district? ☐ Yes ☐ No		Workshop Date	
<i>When forming a new club branch, the branch name should include the location of the branch, followed by the designation "branch". The branch should not use a trademarked name and must follow the guidelines established by Lions Clubs International.</i>			

NEW CLUB OFFICERS			
Branch Liaison	First Name	Last Name	Phone
Street Address	City/State/Province/Country		Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Branch President	First Name	Last Name	Phone
Street Address	City/State/Province/Country		Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Branch Secretary	First Name	Last Name	Phone
Street Address	City/State/Province/Country		Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>
Branch Treasurer	First Name	Last Name	Phone
Street Address	City/State/Province/Country		Zip/Postal Code
E-mail			<i>* Please include area codes and country codes if outside of the USA</i>

CLUB BRANCH

INTERNATIONAL BOARD POLICY

Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch would meet as a subsidiary with a branch president, secretary and treasurer serving as elected officers. These three individuals, along with the branch liaison, make up the executive committee of the branch.

- a. Club branches must follow the club name guidelines for new Lions clubs set forth in board policy.
- b. The names of a minimum of five branch members are required to form a club branch.
- c. The members of the branch would be encouraged to meet two or more times each month.
- d. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
- e. The branch members shall elect a president who shall serve on the parent clubs board of directors and would be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.
- f. International, Multiple District and District dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.
- g. Branches must be located in the same district (single or sub-) as the parent club except in special circumstances, with permission from the International Board of Directors, Membership Development Committee.
- h. In special circumstances, with permission from the International Board of Directors, Membership Development Committee, branches may be formed in communities/areas not currently served by a Lions club.
- i. Community shall be defined as an interacting population of various individuals in a common location.
- j. The parent club must notify the district governor of the formation of the proposed branch.
- k. A branch may be dissolved by a majority vote of the entire membership of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.
- l. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

Protest of a Club Branch

- a. By an Established Club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
- b. By a District Governor: The district governor may request that the International Board of Directors review the development of a branch.