

CHAPTER XXIII
YOUTH PROGRAMS

A. STANDARD LEO CLUB CONSTITUTION AND BYLAWS

ARTICLE I
Name

The name of this organization is the Leo Club of

ARTICLE II
Purpose

To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship and mutual understanding.

ARTICLE III
Sponsorship

- A. This club is sponsored by the Lions Club(s) of _____, but it is not a part thereof, and neither this club nor any of its members has any rights or privileges pertaining to said Lions club(s) or membership therein.

- B. The entire operation of this club shall be guided and supervised by the Lions Club of. Such guidance and supervision shall be exercised in one of the following ways, the choice to be a joint decision of the sponsoring Lions club(s) and the Leo club.
 - 1. The presence of one or more members of the sponsoring Lions club at every meeting of the Leo club or its board of directors; or
 - 2. By a monthly joint meeting of three representatives of each club, to discuss mutual interests and plans, and to review actions taken by the Leo club and/or its board of directors. In the event of disagreement between the representatives, the ultimate decision shall rest with the sponsoring Lions club; or
 - 3. By submitting for approval within 15 days by Leo club officers a specific report or copy of minutes of any meeting held to the sponsoring club secretary or authorized delegate or representative. The sponsoring club then has the prerogative to call for a meeting between three representatives of the Leo club and three representatives of the sponsoring club to discuss items of mutual

interest or plans. In the event of disagreement between the representatives the ultimate decision shall rest with the sponsoring Lions club.

- C. If the operation of this club shall depend, in any way, upon the cooperation of any school officials, then all school policies and regulations as interpreted by such officials shall be faithfully observed by this Leo club and its members.

ARTICLE IV **Projects**

- A. Subject to the provisions of Article III, this club shall plan and implement, with its own manpower, service projects within its community. Full responsibility for such projects shall rest in this club except where the same is shared in a joint project with another Leo club or other organization.
- B. Projects shall be financed with funds raised by this club, provided, however, that no funds shall be solicited from any individual, business or organization in the community without giving something of value in return therefore.
- C. This club shall not:
 - 1. Solicit or accept more than occasional financial assistance from the Lions Club of _____ or any member thereof;
 - 2. Solicit financial assistance from any non-sponsoring Lions club;
 - 3. Solicit financial assistance from any other Leo club.
- D. No portion of the net income resulting from any financial program in which funds are raised from the public shall be used directly or indirectly to benefit this club or any member thereof.

ARTICLE V **Membership**

- A. Membership shall be granted in a Leo club to any person who possesses good character, who shall be deemed eligible by the Leo club committee of the sponsoring Lions club or clubs. Wherever the male gender or pronoun presently appears in the Standard Leo Club Constitution and Bylaws, it shall be interpreted to mean both male and female persons.
- B. **Classes:** Membership in this Leo club shall be as follows:
 - 1. **Active:** A member entitled to all rights and privileges and subject to all obligations which membership in a Leo club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to

seek, if otherwise qualified, any office in the Leo club and in the Leo district or multiple district of which the club may form part and right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues; participation in Leo club activities, and conduct reflecting a favorable image of the Leo club in the community.

2. **Member-at-Large:** A member of this Leo club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend Leo club meetings and desires to retain membership in the Leo club, and upon whom the board of directors of the Leo club desires to confer this status. This status shall be reviewed each six months by the board of directors of the Leo club. A member-at-large shall not be eligible to hold office or to vote at Leo district or multiple district conferences but shall pay such dues as the Leo club may require.
 3. **Alpha membership:** A member of the Leo club who is 12 years of age to 18 years of age.
 4. **Omega membership:** A member of the Leo club who is 18 years of age to 30 years of age.
- C. **Termination:** Membership in this Leo club shall cease and terminate automatically upon:
1. Reaching an age one year greater than the maximum age limit.
 2. Termination of existence of this Leo club as provided in Article XV.
 3. Vote therefore of no less than two-thirds (2/3) of all members in good standing.
- D. **Transfer Membership:** This Leo club may grant membership on a transfer basis to a Leo who has terminated or is terminating membership in another Leo club, provided that:
1. A letter for transfer of membership is received by the new Leo club, with a copy to the sponsoring Lions club secretary, from the Lions club sponsoring the former Leo club, within six months following the date of termination of membership in the former club;
 2. such termination was in good standing; and
 3. the age of the transferring member falls within the established age range applying to the new Leo club.

If more than six months have elapsed between termination of membership in a Leo club and application for transfer to another Leo club, an applicant may acquire membership in this Leo club only under the provisions of Section A of this Article V.

- E. Each Leo club shall declare itself as either an Alpha Leo club or an Omega Leo club by reporting to the Youth Programs Department at International Headquarters.

ARTICLE VI **Meetings**

A. Club Meetings:

1. Regular business meetings of this Leo club shall be held no less than twice in each month, and preferably once in each week, at time and places set forth in the bylaws.
2. The club president may at any time call, or upon written request to him/her by no less than ten (10) members in good standing, a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each member in good standing and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mails and addressed to a member at his/her address as shown on the club records at the time of mailing.
3. Quorum: The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of this club.

B. Board of Directors Meetings:

1. Regular business meetings of the board of directors shall be held at times and places as provided in the bylaws but in no event less than once each month.
2. The president may at any time call, and upon the written request of any members of the board shall call, a special meeting of the board. Such call may be given verbally or in writing but it shall be given to every member thereof, and shall designate a time and place convenient to such members and the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mails and addressed to the member at his/her address shown on the club records at the time of mailing.
3. The presence in person of the president or vice-president and any three (3) other members of the board shall be necessary for a quorum at any regular or special meeting of the board.
4. Any member of this Leo club in good standing shall have the right to attend any regular or special meeting of the board of directors, but no such member may speak at any board meeting except by consent of the board.

ARTICLE VII

Officers

- A. The officers of this Leo club shall be a president, vice-president, secretary and treasurer and such other officer(s) as may be provided in the bylaws. Officers shall be members in good standing and shall serve for a term of one (1) year or until their successors have been elected and qualified. No member may hold two (2) offices simultaneously.
- B. The president may not succeed himself in re-election after having served one full term of office.
- C. Unless specifically provided otherwise in this constitution, the duties of the officers shall be those assigned to their respective offices under Robert's Rules of Order, Newly Revised.

ARTICLE VIII

Board of Directors

Subject to the provisions of Article III

- A. The control and supervision of the business and affairs of this club shall rest in a board of directors composed of all officers of the club and three (3) directors elected from the members in good standing.
- B. The board of directors, through the club officers, shall be responsible for the execution of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- C. The board of directors shall have general control over all committees and officers, may override the decision or action of any officer, and for good cause, may declare any office vacant and appoint a member in good standing to fill any unexpired term thereof.
- D. The board of directors shall present an annual report of its operations to the club membership and to the sponsoring Lions club.

ARTICLE IX

Elections

Elections of officers and directors shall be held at times and in accordance with procedures deemed proper by the _____ Committee

of the Lions Club of _____, but in on election shall a vote greater than a simple majority of the votes cast be necessary for election.

ARTICLE X **Committees**

The bylaws shall provide for finance, project and such other standing committees as may be deemed necessary for administration of the club. The president, with the approval of the board, may appoint such special committees as he/she deems necessary from time to time.

ARTICLE XI **Fees and Dues**

- A. In addition to an original or new member fee of US\$5 per member this club shall charge such additional fees and dues as the Lions Club of ___ shall deem proper to meet administrative costs of the Leo club, including the amount of any annual payment due Lions Clubs International by the sponsoring Lions club, which amount may be reimbursed by the Leo club to the sponsoring Lions club.
- B. Any member who shall owe this club any monetary obligation at the time of any vote at any regular or special meeting, or at any other time at which the question of good standing is raised, shall automatically forfeit the privilege of voting by virtue thereof and be considered for all purposes as not in good standing so long as said obligations remain unpaid.

ARTICLE XII

By accepting membership herein, each member of this club thereby agrees to uphold and be bound by the provisions of the constitution and bylaws of this club.

ARTICLE XIII **Bylaws**

The board of directors of this club shall present, and the members in good standing of this club shall adopt, such bylaws as are deemed necessary to the efficient operation of this club; provided, however, that all such bylaws shall be consistent with the provisions of this constitution. Any bylaws, or amendments thereto or repeal thereof, which shall contravene any provision of this constitution shall be null and void and of no effect.

ARTICLE XIV

Emblem

- A. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.
- B. The emblem of Leos Clubs International shall be preserved for the exclusive use and benefit of Leo club members. Each member of this club shall be entitled to wear or otherwise display the same in a dignified and appropriate manner during the period of his/her membership. A member shall relinquish such entitlement upon termination of his/her membership or termination of this club.

ARTICLE XV

Duration

- A. This Leo club shall cease to exist upon the first to occur of the following:
 - 1. Vote of this club to terminate.
 - 2. Receipt by the Youth Programs Department at Lions Clubs International Headquarters of notice of withdrawal of sponsorship by the Lions club of _____ via Leo Club Termination Form.
 - 3. Receipt by the club president or vice-president of written notice of revocation of Certificate of Organization of this club as a Leo club by Lions Clubs International
- B. By virtue of termination, provided in Section A, all rights and privileges relating to the Leo name and Leo emblem shall thereon be relinquished and surrendered by this club and its members, individually and collectively.

ARTICLE XVI

Parliamentary Authority

Unless specifically provided otherwise in this constitution all questions of parliamentary procedure in the operations of this club shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE XVII

Amendments

This constitution may be amended only by action of the board of directors of Lions Clubs International and all amendments when adopted shall automatically amend and become provisions of this constitution.

ARTICLE XVIII

The fiscal year of this club shall run from July 1 to June 30.

B. SUGGESTED LEO CLUB BYLAWS

**BYLAWS OF THE _____ CLUB
OF _____**

**ARTICLE I
Elections**

- A. Election of officers and directors of this club shall be held annually prior to _____. Those elected shall take office on July 1 following their election.
- B. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes cast by the members present and in good standing shall be elected.

**ARTICLE II
Fee and Dues**

- A. Each new member shall pay an admission fee of \$_____.
- B. Each member shall pay annual dues of \$_____.
- C. No other assessment of members shall be made for any purpose whatsoever.

**ARTICLE III
Committees**

- A. The president, with the approval of the board of directors, shall appoint the following standing committees:
 - 1. **Finance.** This committee shall be responsible for determining ways and means of financing any and all club operations and projects.
 - 2. **Project.** This committee shall be responsible for initiation and implementation of club community projects.

- B. No committee composed solely of members of this club shall take any action to effect its plans until the same have been approved by a majority of the votes cast at a duly constituted club meeting.

ARTICLE IV
Amendments

- A. These bylaws may be amended at any regular or special meeting of this club, but only upon the affirmative vote of a majority of all members in good standing, provided: (1) notice of the respective amendment or amendments and the meeting at which such amending vote is to be taken is given at least fourteen (14) days prior thereto at a regular meeting at which a quorum is present, and (2) such amendment or amendments is approved by the Lions Club of _____.

- B. Any provision of these bylaws which conflicts with the constitution of this club shall be null and void and of no force or effect.

(Such other provisions as may be necessary to efficient operation of the club.)

C. STATEMENT OF POLICY OF BOARD OF DIRECTORS OFFICIALLY SANCTIONING AND IMPLEMENTING YOUTH PROGRAM

1. **A Youth Program** is hereby established as an official activity of Lions Clubs International. It shall be effected and implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.
2. **Purpose:** The purpose of this official Youth Program is:
 - a. to make available to Lions clubs an activity whereby they may serve the needs of youths in their respective areas;
 - b. to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international communities; and
 - c. to promote service activities among the youth of the community to develop the individual qualities of LEADERSHIP, EXPERIENCE AND OPPORTUNITY, and to unite its members in friendship, fellowship and mutual understanding.
3. **Name and Emblem:**
 - a. The name of the Youth Program shall be Leo Club International Program and all clubs recognized thereunder shall be known as Leo clubs.
 - b. The emblem of the Leo Club International Program and Leo clubs shall be two lion heads facing outwards from each other divided by a vertical bar with the letters L E O from top to bottom.
 - c. The Leo name and emblem are the sole property of Lions Clubs International, and all authority for and obligation with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.
 - d. Leo clubs shall adopt names chosen, or approved by the sponsoring Lions club or clubs.
 - e. At the initiating club's option, the title "Castores" may be inserted after the title "Leo" in the Leo club's formal identification, provided that:
 - (1) this option is extended only to Leo clubs in Brazil;

- (2) all Leo clubs exercising this option observe and adhere to the standard Leo Club Constitution and all the rules and regulations of the Leo Club Program; and
 - (3) all such clubs are considered bona fide and fully certified clubs within the Leo Club Program.
4. **Jurisdiction:** The board of directors of Lions Clubs International shall have and does hereby retain all authority, control and supervision over all aspects of the Leo Club International Program, including but not by way of limitation, establishment and implementation of constitutional, organization, procedural and all other operating requirements of said program and methods for enforcement of the same.
5. **Constitution:**
 - a. The board of directors of Lions Clubs International shall frame, and all Leo clubs shall adopt and be governed by a Standard Leo Club Constitution.
 - b. All activities, projects, and programs of Leo clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions Clubs International. The Board of Directors of Lions Clubs International, only, shall have power to amend the Standard Leo Club Constitution.
 - c. Each Leo club may adopt by-laws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions Clubs International. These by-laws and any subsequent amendments shall be subject to the approval of the sponsoring Lions clubs.
6. **Sponsorship:**
 - a. No youth group or organization shall be recognized as a Leo club by Lions Clubs International unless sponsored by a Lions club. No Lions club may sponsor a Leo club except in accordance with the Leo Club International Program policies established from time to time by the board of directors of Lions Clubs International.
 - b. A Leo club shall be a “Lions club sponsored affiliation.”
 - c. The sponsoring Lions club is responsible for the organization, supervision and guidance of the Leo club, which club shall be certified and recognized by Lions Clubs International so long as it operates within the policies established by Lions Clubs International.

- d. Where the Leo club is school-connected, guidance and supervision by the sponsoring Lions club shall be exercised in full cooperation with the school authorities, and be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.
- e. Each Leo club shall be sponsored by the Lions club whose territorial limits include, wholly or partially, the district area of the school and/or schools, from which the members are drawn. Written authority may be granted by the board of directors of Lions Clubs International to organized a Leo club outside the territorial limits of the sponsoring Lions club.
- f. Two or more Lions clubs may jointly sponsor a Leo club upon written approval of the Lions district governor and/or International Board of Directors where it is shown that the best interest of the district will be served. Membership is open to the entire territorial limits of all jointly sponsoring Lions clubs. Artificial divisions of single student bodies will be avoided. All sponsoring Lions clubs will have equal representation on the Advisory Committee. However, only one Lions club must be designated for liaison with the Lions Clubs International Headquarters, billings, etc.
- g. Leo clubs may draw their memberships from student populations or from the community at large, including employed individuals and professionals in training. Leo clubs may be organized within schools, community organizations, churches, and other entities, whether in cities or rural areas.
- h. The sponsoring Lions club is encouraged to appoint the Leo club advisor as a member of the club's board of directors.

7. Operating Procedures

- a. A Lions club may request from Lions Clubs International a Certificate of Organization of a youth group as a Leo club, upon submission to the international office of necessary forms containing names and addresses of original members, officers elected, and verification of adoption of the Standard Leo Club Constitution by its members. In addition, the sponsoring Lions club shall remit to Lions Clubs International a sum equal to US\$5.00 for each original member of a proposed Leo club, and each new member thereafter, to cover international office administrative services necessary to organization of a Leo club, including such Certificate of Organization, lapel buttons and membership cards.
- b. A Certificate of Organization signed by the international president shall be forwarded to the sponsoring Lions club president for formal presentation to the president of the Leo club at an appropriately planned meeting.

- c. Thereafter, on the first day of July each year, the sponsoring Lions club shall send remittance to cover the annual payment due to Lions Clubs International. Likewise, the Leo club secretary, under the supervision of the Leo club advisor, shall submit to the international office an up-to-date membership report which includes Leo officers and members (with a copy to the sponsoring Lions club and the district Leo club chairperson), on or before the first day of July each year. The annual membership report form shall be mailed from the international office to the sponsoring Lions club president for distribution to the Leo club advisor and the Leo club secretary. It is the responsibility of the sponsoring Lions club president to ensure that the report is completed and submitted to the international office by the deadline date specified.
- d. The Leo club may, through the advisory committee of the sponsoring Lions club, secure for its Leo club members items bearing the Leo club emblem in the Official Supply Catalog. Such purchases will be shipped and billed to the Lions club's account. Reimbursement to the Lions club shall be made by the Leo club members through its regular procedure for handling such administrative funds.
- e. Lions Clubs International shall furnish Leo club member identification cards through the sponsoring Lions club.
- f. District and multiple district Leo club chairpersons shall prepare an annual report on Leo district or multiple district organizations in their areas respectively and submit it to the international office no later than July 1 of each fiscal year. This report where appropriate shall list the Leo clubs constituting the approved Leo district or multiple district and specify the names of the duly elected Leo district and multiple district officers. The report form shall be mailed from the international office to district governors and appropriate multiple district council chairpersons. It shall be the responsibility of the district governor and the council chairpersons where appropriate to ensure that the report is completed and submitted by the deadline date specified.
- g. Leo New Member Kits will include the following: one lapel button, membership certificate, Leo Club Handbook and specific informational and motivational materials. The New Member Kit is available for US\$5.00 or its equivalent in the respective national currency.
- h. The name and address of the Leo club advisor of reach Leo club shall be reported to the international office annually.
- i. International Club Twinning shall be adopted as an activity of the Leo Club Program.

- j. The position of multiple district Leo club chairperson shall be recommended in those multiple districts where the Leo club program exists.
- k. The Leo Club Certificate of Organization shall show the endorsements of the international president, secretary of the association and the president of the sponsoring Lions club.
- l. At time of certification, or when there is a change or a confirmation of club status, each Leo club shall declare itself as an Alpha Leo club or an Omega Leo club by notifying the Youth Programs Department at International Headquarters.

8. Finances

- a. Each Lions club sponsoring a Leo club shall receive a flat annual billing of US\$90.00. Payment of this levy may be made in US dollars or its equivalent in the respective national currency.
- b. The Leo club levy may be paid from the sponsoring Lions club's undesignated activity account.
- c. Credit for a terminated Leo club shall be given only if a signed Leo Club Termination Form from the sponsoring Lions club, addressed to the Youth Programs Department at International Headquarters, is received by December 15. Credit shall be given only for the current fiscal year.
- d. No part of the expenses of the Leo club officers or meetings of Leo clubs or groups of Leo clubs shall be paid by Lions Clubs International. However, when an International Leo Forum is authorized by the board, the necessary budget for incidental expenses such as promotion, visual aids, luncheon, etc., may be provided.
- e. Costs involved in arranging any meetings of Leo clubs or groups of Leo clubs should be kept as low as possible, consistent with effective meetings and meaningful programs.
- f. It is the responsibility of the Leo club's membership to raise the funds necessary to carry out the program of the club.
- g. Lions club(s) sponsoring Leo club(s) should not contribute more than occasional or incidental financial assistance to such Leo clubs.
- h. Leo clubs shall not make solicitations for financial assistance from Lions clubs or from other Leo clubs.

- i. Leo clubs shall not solicit individuals, businesses or organizations in their respective communities for any purpose, without giving something of value in return.
- j. Any dues or assessments on the membership of any Leo club should be nominal and should be only for the purpose of covering the cost of administering the club; generally speaking, funds for activities and projects undertaken by Leo clubs should be raised by such clubs apart from such dues or assessments.
- k. Lions clubs and Lions district conventions inviting members of Leo clubs to participate in the programs of such clubs and conventions and/or conferences shall subscribe to sufficient accident insurance to protect the Lions club or district convention against any possible legal or moral obligation.
- l. Effective July 1, 1982, a prorated portion of the annual Leo club sponsor levy shall be charged for the remaining quarter(s) of the fiscal year in which a new Leo club is organized. No portion of the annual levy shall be charged for the quarter in which the new club is organized.
- m. An organization fee in the amount of US\$100.00 shall be required for all new Leo clubs and billed to the sponsoring Lions club. The fee may be paid from either the Lions club's administrative account or from the Lions club's undesignated activity account.
- n. Effective July 1, 1992 actual shipping charges for Leo new member kits shall be billed to the sponsoring Lions club's account.

9. Sanctions

- a. A member of a Leo club shall relinquish all rights and privileges pertaining to membership therein, including the right to wear and display the Leo club emblem when:
 - He/she ceases to be a member, or
 - His/her club ceases to function, or
 - He/she reaches an age one year greater than the maximum age limit, or
 - He/she ceases to be a member in good standing.

LEO CLUB TERMINATION PROCEDURE

To officially cancel a Leo club, a sponsoring Lions club shall follow these procedures:

- (1) In instances where a sponsoring Lions club is considering cancelling its Leo club, the matter shall be brought before the Lions club's membership at a regular meeting. If a simple majority of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit a Leo Club Termination Form to the Youth Programs Department at International Headquarters. After receipt of the termination form, the international office shall then process cancellation of the Leo club.
- (2) A minimum of 30 days prior to the sponsoring Lions club vote to determine if its sponsored Leo club will be cancelled, the district governor shall be informed by an officer of the sponsoring Lions club in writing of the club's intent to cancel the Leo club.

b. A Leo club shall be terminated:

Upon determination of its membership, or

By withdrawal of sponsorship by its sponsoring Lions club, or

By withdrawal of recognition by Lions Clubs International, with or without the consent, approval or concurrence of the sponsoring Lions club, for failure to function in accordance with its constitution or for other cause.

(1) PROCEDURAL GUIDELINES FOR REVIEWING LEO CLUB CONTINUATION

When a Lions club wishes to cancel its Leo club without the agreement of the Leo club members, the Lions club shall give the Leo club ninety (90) days' notice along with a written report listing reasons for cancellation. A copy of this report shall be sent to the following officers:

- (a) Leo club advisor
- (b) district Leo club chairperson
- (c) multiple district Leo club chairperson (if any)
- (d) Leo district president or associate district Leo club chairperson (if any)
- (e) Leo multiple district president (if any)
- (f) District governor

The sponsoring Lions club's board of directors shall allow the above-named officers an opportunity to become acquainted with the situation and to consult with them. The district cabinet, when reviewing the question, shall give the Leo district president, the associate district Leo club chairperson, or the Leo multiple district president, if any, the opportunity to be heard or to present written submissions.

If problems cannot be resolved through the intervention of district officers within the ninety-day period, the matter shall be brought before the Lions club's membership at a regular meeting. If two-thirds of the members in good standing vote to terminate sponsorship of the Leo club, the Lions club shall submit the Leo Club Termination Form (Leo-86) to the international office, with copies to the above-named officers, as applicable. After receipt of the report, the international office shall then process cancellation of the Leo club.

- c. The International Board of Directors, as a matter of policy, shall not allow any individual or organization, except Lions Clubs International, to circularize Leo clubs for any purpose.
- d. A Leo club whose sponsoring Lions club has been cancelled shall have a 180 day grace period in which to find a new sponsoring Lions club and avoid termination.

10. Awards.

- a. Attendance awards shall be designed for Leos to be presented to the Leos by the sponsoring Lions club. The same shall be a catalog item to be purchased by the sponsoring club.
- b. The present attendance tab which is sold by the Club Supplies and Distribution Division for use with regular Lions lapel buttons shall also be sold to the Lions clubs to be given to Leo members and used with Leo club lapel pins.
- c. Leo Extension Award Certificates, signed by the Lions Clubs International president, shall be issued, one to the president and one to the advisor from the sponsoring Lions club, upon reporting of each new Leo club.
- d. A Leo Award of Honor shall be instituted, to be given by Leo clubs to an individual club member for outstanding service, and shall be made available as a catalog sale item.
- e. Leo Club Excellence Award

The guidelines governing this award shall be as follows (Note: unless otherwise stated, the district governor referred to in these criteria shall be that district governor in office during the fiscal year for which the award is sought.):

- (1) **Eligibility:** Each district shall be allowed to nominate one Leo club for the award each year. The nomination must be made by the district governor and endorsed by the district Leo club chairperson.
- (2) **Application form:** An application form for this award will be mailed to each district governor. This form is to be completed by the district governor and endorsed by the district Leo club chairperson. It should be submitted along with a detailed written report of the nominated Leo club.
- (3) **Criteria:** Leo clubs considered for this award shall be judged for excellence in the following categories:
 - (a) **Service to others:** A Leo club should be both persevering and creative in seeking opportunities for service within its community.
 - (b) **Fundraising techniques:** Special emphasis shall be given to creativity in this area, as well as adaptability of fundraising ideas by other clubs.
 - (c) **Leadership:** Effective leadership by club officers in planning, organizing, and implementing club projects and in maintaining an active membership shall be considered.
 - (d) **Public relations:** This category challenges Leo clubs to enhance their public image by publicizing their activities through the news media and other avenues.
 - (e) **Club administration:** This item covers communications with the international office, including submission of the Annual Officers and Membership Report (Leo-72).
- (4) **Deadline:** A detailed written report along with the completed application form must be received by the international office (300 22nd Street, Oak Brook, Illinois 60523-8842 USA) no later than August 15 immediately following the close of the fiscal year for which the application is submitted.
- (5) **Use of reports:** The information provided in the reports of nominated Leo clubs will be considered for publication in Lion Magazine and

Leo program publications. Photographs and slides submitted will be retained by the international office as part of the formal application.

- (6) **Type of Award:** An embroidered banner patch and chevron, bearing the fiscal year for which the award is granted, will be sent to the current president of the sponsoring Lions club for presentation by the highest ranking Lions officer available.

f. 100% Leo Club President's Award

- (1) The 100% Leo Club President's Award shall be presented by Lions Clubs International to all qualified Leo club presidents. The requirements shall be:

- (a) The Leo club shall comply with the Standard Leo Club Constitution and the policies of the International Board of Directors, and shall refrain from any action encouraging unauthorized use of the name, good will, emblem, and other insignias of the association.
- (b) The Leo club shall show a net increase in active membership for the fiscal year. (Net increase is not affected by transferred, deceased, or at-large members.)

or

The Leo club president must have personally sponsored one or more new members into the Leo club prior to the end of the fiscal year.

- (c) The Leo club must have conducted at least one major service activity. This may be a joint community project with the sponsoring Lions club.
- (d) The Leo club must have conducted at least one major fundraising project with substantial membership participation. This may be a joint community project with the sponsoring Lions club.
- (e) New club officers must have been reported to the international office on the Annual Membership Report or reasonable facsimile by July 1.
- (f) The Leo club president must certify that all new members have been properly indoctrinated and assigned to a working activity or service committee.

(g) The Leo club president must have been recommended by the Leo club advisor to the sponsoring Lions club president who shall certify the Leo club president has met all the requirements therefore.

(2) Founding presidents of Leo clubs certified during the first six months of the fiscal year shall be eligible.

g. Leo Club Anniversary Award

This award shall be presented by Lions Clubs International to Leo clubs which have achieved the fifth and tenth anniversaries, and anniversaries in multiples of five thereafter, of their certification by the international office. To be eligible Leo clubs must have been in continuous existence since the time of their certification. Leo clubs, which had been terminated and were later reorganized shall qualify as of their most recent certification date.

h. Leo Club Advisors' Outstanding Service Award

An Outstanding Service Award shall be issued by Lions Clubs International to Leo club advisors, subject to the following requirements:

- (1) The Leo club must have complied with the Standard Leo Club Constitution and the policies of Lions Clubs International and shall have refrained from any action encouraging unauthorized use of the name, good will, emblem, or insignias of the association.
- (2) The advisor must have:
 - (a) prepared and implemented an on-going leadership development program for members of the Leo club, and guided Leo club officers in fulfilling their leadership functions.
 - (b) motivated Leo club members to be service-minded and to promote fellowship.
 - (c) regularly attended Leo club meetings, fostered a healthy rapport and communication between the Leos and the sponsoring Lions club, and kept Lions club members informed on the status and progress of the Leo club through regular reports.
 - (d) actively assisted the Leo club in conducting major service and fundraising projects.
 - (e) demonstrated ability to listen to young people, identify their needs and interests, and given constructive advice and encouragement.

(f) promoted the Leo club's participation in district activities or in activities with other Leo clubs.

(3) Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

i. **Leo Club Chairperson Achievement Award**

(1) **Eligibility:** To be eligible a Lion must have served as the officially appointed district or multiple district Leo club chairperson during the immediate past fiscal year.

(2) **Award Criteria:** To earn this award, the nominee must meet criteria in each of the following categories:

(a) **Extension:** There must be a net increase of at least one (1) Leo club in the district at the end of the fiscal year. If the candidate is a multiple district chairperson, there must be a net increase of at least two (2) Leo clubs in the multiple district. To count for the net increase, new Leo clubs must be officially certified by the international office no later than June 30 of the fiscal year for which the Lion is nominated.

(b) **Leadership Development:** The candidate must have conducted a successful Leo leadership development workshop in the district for Leo club advisors and Leo officers. Multiple district chairperson candidates must have conducted a leadership development workshop for the Leo club chairperson of the sub-districts.

(c) **District Leo Activities:** The candidate must have either served successfully as a liaison with a Leo district or Leo multiple district council or organized meetings, activities, or contests among the Leo clubs within a district or multiple district where no Leo council has been established.

(d) **Administration:** The candidate must have submitted completed Leo 91 reports to the international office as required.

(e) **Promotion:** The candidate must have accomplished one of the following:

- visited at least five (5) different Lions clubs to promote the Leo club program
- conducted a Leo seminar or forum at the district (or multiple district) convention.
- conducted a "Leo Week" in the district (or multiple district) to promote awareness of Leo clubs.

Based on criteria, a certificate shall be awarded by the district governor or council chairperson.

j. 100% Leo District President Award Certificate

Award Criteria: To earn this award, the Leo district president must meet the following requirements:

- (1) The Leo district president and the Leo district council shall have complied with the Standard Leo District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.
- (2) The Leo district president, in collaboration with the district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the district.
- (3) The names of newly elected presidents of all Leo clubs in the district must be reported to the international office by May 15. Form Leo-72 or a reasonable facsimile should be used.
- (4) The Leo district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the district.
- (5) The district Leo conference, as prescribed by the Standard Leo District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a district wide nature shall likewise be made.
- (6) The Leo district president shall have accomplished one of the following:
 - A net increase in Leo membership in the district or
 - A net increase of at least one Leo club in the district.

Based on criteria, a certificate shall be awarded by the district Leo club chairperson with approval from the district governor.

k. 100% Leo Multiple District President Award Certificate

Award Criteria: To earn this award, the Leo multiple district president must meet the following requirements:

- (1) The Leo multiple district president and the Leo multiple district council shall have complied with the Standard Leo Multiple District Constitution and the policies of the International Board of Directors, and shall have refrained from any action encouraging unauthorized use of the name, goodwill, emblem, and other insignia of the association.
- (2) The Leo multiple district president, in collaboration with the multiple district Leo chairperson, shall have provided a leadership training seminar or program for Leo club officers in the multiple district.
- (3) The names of newly elected presidents of all Leo clubs in the multiple district must be reported to the international office by May 15. Form Leo-72 or a reasonable facsimile should be used.
- (4) The Leo multiple district president must have promoted at least one major service activity or one fundraising project involving participation of a majority of the Leo clubs in the multiple district.
- (5) The multiple district Leo conference, as prescribed by the Standard Leo Multiple District Constitution, shall be held and reported to the international office. A report of all other Leo meetings of a multiple district wide nature shall likewise be made.
- (6) The Leo multiple district president shall have accomplished one of the following:
 - A net increase in Leo membership in the multiple district or
 - A net increase of at least one Leo club in the multiple district.

Based on criteria, a certificate shall be awarded by the multiple district Leo club chairperson with approval from the council chairperson.

1. **Leo of the Year Award**

(1) **Eligibility**

The award shall be available to any current Leo club member who:

- (a) is in good standing;
- (b) meets membership age requirements as provided in the Standard Leo Club Constitution and Bylaws;
- (c) is endorsed by the advisor of his or her Leo club, the president of the sponsoring Lions club, the district Leo club chairperson and the district governor;

(d) is not a previous recipient of the award.

(2) Criteria

Consideration shall be given to a Leo club member who has:

- (a) demonstrated outstanding leadership skills;
- (b) achieved a superior record as a Leo in implementing successful service projects;
- (c) made an identifiable contribution to the development and growth of the Leo Club Program;
- (d) achieved distinction in community or school activities outside of Leo club commitments;
- (e) demonstrated high ethical standards and personal integrity.

(3) Nominations

- (a) Each multiple district council of governors may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the multiple district. The nomination must be submitted on the official application form for the award. The application must be signed by the multiple district council chairperson in office during the fiscal year in which the nomination is made.
- (b) A single district that is not part of a multiple district may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club within the district. The nomination must be submitted on the official application form for the award. The application form must be signed by the district governor in office during the fiscal year in which the nomination is made.

(4) Deadline

Award applications must be received at the International Headquarters no later than April 1 of the fiscal year for which the candidate is nominated.

(5) **Award**

The award shall consist of a medal and neck ribbon featuring the official Leo colors (maroon and gold). The medal shall bear the Leo emblem and the inscription, "Leo of the Year," on the face. The back of the medal shall be engraved with the recipient's name and the year the award is given. A congratulatory certificate from the international president will accompany the award.

(6) **Recognition**

Award recipients shall be named by the International Board of Directors at their final meeting of the fiscal year. The award shall be sent to the council chairperson or district governor, as appropriate, for presentation. Award recipients' names shall be publicized in the Lion Magazine and other appropriate official publications.

m. Leo October Membership Growth Award

Upon verification of eligibility, an appropriate award shall be issued to any Leo who brings in three or more new members to his or her Leo club during October, Leo Membership Growth Month.

n. Leo Club Extension Award Certificate

- (1) District Level: District governors, district Leo club chairpersons, and Leo district presidents who achieve a net gain of at least three new Leo clubs in their district by June 30 will receive a Leo Club Extension Certificate.
- (2) Multiple District Level: Council chairpersons, multiple district Leo club chairpersons, and Leo multiple district presidents who achieve a net gain of at least five new Leo clubs in their multiple district by June 30 will receive a Leo Club Extension Certificate.

o. Top Ten Leo Club Extension Award

- (1) District Level: District Leo club chairpersons and Leo district presidents of the ten districts with the highest net growth of new Leo clubs during a Lions fiscal year will receive the gold top Ten Leo Club Extension lapel pin.
- (2) Multiple District Level: Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District will also each receive a lapel pin.

p. **Leo-Lion Banner Patch Award**

Upon verification of eligibility, a banner patch featuring both the Leo club and Lions club logos and the words “Serving Together” shall be issued to the Leo club and its Lions club sponsor for successful completion of joint projects and other types of activities supporting Leo-Lion collaboration.

q. **Lions Club Sponsorship Anniversary Award**

Lions Clubs International shall present this award to Lions clubs that have achieved the fifth anniversary of its sponsorship of a Leo club, and sponsorship anniversaries in multiples of five years thereafter. To be eligible, Lions clubs must have continuously sponsored the Leo club since the Leo club’s certification date or since the Lions club’s sponsorship date of the Leo club, whichever is greater.

11. International Leo Forum

An International Leo Forum may be held from time to time in conjunction with the annual Lions International Convention.

12. District Organization Relating to Leo Clubs

- a. For purposes of publicizing, promoting, and organizing Leo clubs within their districts, the governors are requested to appoint District Leo Advisory Committees, chosen from the Lion leaders, deputy district governors, zone persons, past district governors, and officers of sponsoring Lions clubs. The district governor and district officers serve to advise and assist Lions and Leo clubs, but their authority shall be confined to district matters only. This policy will also apply to the council of governors with respect to multiple district matters.
- b. Wherever two or more Leo clubs are conveniently located, they should be encouraged to hold interclub meetings with representatives of the District Leo Advisory Committee present. When circumstances permit, district wide meetings made be held.
- c. All meetings shall be arranged at a minimum cost and within the financial means of those participating. No expense of the Leo district organization or its officers shall be paid by Lions Clubs International.
- d. All Leo meetings or conferences held beyond multiple district boundaries shall be held either in conjunction with an official Lions event or under the joint sponsorship and jurisdiction of the appropriate Lions districts or multiple districts.

e. Associate District Leo Chairperson

The position of associate district Leo club chairperson is an optional appointment made at the discretion of the Lions district governor in those Lions districts where no Leo district has been officially established. The appointee to this position shall be an active member of a Leo club which is in good standing. His or her primary function shall be to assist the district Leo club chairperson in promoting the Leo program and help when requested in the formation of new Leo clubs. The name and address of the appointed associate district Leo club chairperson shall be reported to the international office annually. A special lapel tab shall be provided by the international office for each associate district Leo club chairperson reported.

f. Leo Club Chairperson Term of Office

The term of office for the district and multiple district Leo club chairperson shall be three years, assuming continuing fulfillment of responsibilities, and shall be subject to the approval of the subsequent district governors or council of governors and the council chairperson's signature, respectively.

13. Rules for Leo Attendance Make-up and Credit

a. Absence from a regular meeting of a Leo club may be made up within the time limit of 13 days prior to and 13 days following the date of the meeting missed in any one of the following ways:

- (1) Attendance at a meeting of any other Leo club, regular or special;
- (2) Attendance at a meeting of the member's home club's board of directors;
- (3) Attendance at a duly constituted meeting of a standing committee of the member's home club;
- (4) Attendance at any meeting scheduled or sponsored by the member's own club, including club fundraising and service activities;
- (5) Attendance at a Leo district meeting;
- (6) Attendance at a Lions Clubs International Convention, a district or multiple district Leo Conference, or any other recognized Leo meeting.

b. A member who is forced to miss a meeting or meetings by reason of illness shall automatically be granted attendance credit for meetings missed upon furnishing acceptable evidence of said illness.

- c. A member who is forced to miss meetings as a result of military service, jury duty, or other statutory requirements, shall be given attendance credit for meetings missed. In each case the club board of directors shall decide if credit should be given for the missed meetings.
- d. Any Leo who finds it necessary or is assigned to perform occupational duties for an extended period of time in a place from which he/she cannot readily attend a Leo club meeting may, at the discretion of his/her club, be granted credit for meetings missed.
- e. Responsibility shall be placed on the Leo club secretary to verify the member has fulfilled attendance requirements.

14. Leo Completion of Service Certificate and Leo Years of Service Transfer Program:

In October 1996, the International Board of Directors approved a special certificate that can be given to any Leo in good standing, who terminates membership in a Leo club, for any reason. The purpose of the certificate is to recognize a Leo's service to the Leo club and community. To request a Leo Completion of Service Certificate, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International.

Effective September 1, 1997, former Leo club members may include their Leo years of active service in their Lions club membership histories. To receive credit for Leo years of active service, the Leo to Lion Certification and Years of Service Transfer Form must be submitted to Lions Clubs International. Current and former Leos must have been a Leo for at least one year and one day to receive credit for their Leo years of active service as part of their Lions club membership histories.

15. Leo Months

- f. April - Leo Club Awareness Month
- g. October – Leo Membership Growth Month

16. Leo Club Program Advisory Panel

The purpose of the Leo Club Program Advisory Panel is to provide Leos and Lions with an opportunity to represent their respective constituents in matters which affect the Leo Club Program. The panel acts in an advisory capacity with Lions Clubs International as it evaluates issues related to the program. Items which impact the program shall be presented to the Lions Clubs International

Board of Directors for consideration and final approval. The panel will be on-going until determined otherwise by the Board of Directors.

a. Composition

The panel shall be comprised of the following from each constitutional area: Two Lions; two Omega Leos and two Alpha Leos. Each year, including the first, 1 Lion, 1 Alpha Leo and 1 Omega Leo from each constitutional area will be selected. Panelists will serve a two-year term.

b. Qualifications

(1) Leos

(a) Candidates shall be current Leo members in good standing in an active Leo club.

(b) Candidates who are Omega Leos shall also be one of the following:

- i. A current Leo district or multiple district officer in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.
- ii. A past Leo district or multiple district officer in good standing. A candidate must have been a Leo district or multiple district officer within the two fiscal years prior to the fiscal year for which he/she is being nominated.
- iii. Preference will be given to candidates who are current Leo district or multiple district officers.
- iv. Candidates must have been reported as officers to the Youth Programs Department at Lions Clubs International.

(c) Candidates who are Alpha Leos shall also be one of the following:

- i. A current Leo district or multiple district officer in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.
- ii. A past Leo district or multiple district officer in good standing. A candidate must have been a Leo district or multiple district officer within the two fiscal years prior to the fiscal year for which he/she is being nominated.
- iii. A current Leo club president in good standing.
- iv. Preference will be given to candidates who are current Leo district or multiple district officers.
- v. Candidates must have been reported as officers to the Youth Programs Department at Lions Clubs International.

(2) Lions

(a) Candidates shall be current Lion members in good standing in an active Lions club.

(b) Candidates shall also be one of the following:

- i. A current district or multiple district Leo chairperson in good standing. A candidate may be from a single district, a multiple district or a sub-district of a multiple district.
- ii. A past district or multiple district Leo chairperson in good standing. A candidate must have been a district or multiple district Leo chairperson within the two fiscal years prior to the fiscal year for which he/she is being nominated.
- iii. Preference will be given to candidates who are current district or multiple district Leo chairpersons.
- iv. Candidates must have been reported as Leo chairpersons to the Youth Programs Department at Lions Clubs International.

b. Nominations

(1) Leos

(a) Current and past multiple district Leo officers shall be nominated by the current multiple district Leo chairperson (if applicable) and approved by the current council chairperson. If no multiple district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current council chairperson. Multiple districts may nominate only one Alpha candidate and one Omega candidate per fiscal year.

(b) Current and past district (single district or sub-district) Leo officers shall be nominated by the current district Leo chairperson (if applicable) and approved by the current district governor. If no district Leo chairperson has been appointed, then the candidate may be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one Alpha candidate and one Omega candidate per fiscal year.

(c) Leo club presidents shall be nominated by their Leo club advisor and sponsoring Lions club president, and then approved by the current district governor. Only one Leo club president per single district or sub-district may be nominated each fiscal year.

(2) Lions

(a) Current and past multiple district Leo chairpersons shall be nominated and approved by the current council chairperson. Multiple districts may nominate only one candidate per fiscal year.

(b) Current and past district Leo chairpersons shall be nominated and approved by the current district governor. Single districts and sub-districts may nominate only one candidate per fiscal year.

c. Selection Process

(1) Nominations shall be submitted via official nomination form, with required signatures, to the Youth Programs Department at International Headquarters by July 15 of each fiscal year.

(2) The Youth Programs Department shall review and compile the nomination forms and present them to the Service Activities Committee each fiscal year for final panel member selection at the October-November board meeting. In addition, the Service Activities Committee will select one Lion, one Alpha Leo, and one Omega Leo per constitutional area as alternates, in the event a member of the panel is unable to complete the two-year term.

D. THE DISTRICT GOVERNOR OF A SINGLE OR SUB-DISTRICT, WHERE SIX OR MORE LEO CLUBS ARE SPONSORED BY LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO DISTRICT CONSTITUTION SHALL BE FOLLOWED

**STANDARD
LEO DISTRICT CONSTITUTION**

ARTICLE I

Name

This organization shall be known as Leo District No. _____.

ARTICLE II

Objects

To provide an administrative structure with which to advance the purposes and objects of the Leo club program in this district.

ARTICLE III

District Organization

SECTION A—Requirements and Boundaries

When six or more Leo clubs are sponsored by Lions clubs in a Lions district (single or sub) and recognized by The International Association of Lions Clubs, the district governor of the said Lions district (single or sub) may approve the formation of a corresponding Leo district. The territorial boundaries of the Leo district shall coincide with the boundaries of the respective Lions district (single or sub).

SECTION B—Membership

1. The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said Lions district (single or sub)
2. Whenever the male gender or pronoun presently appears in the Standard Leo District Constitution and Bylaws, it shall be interpreted to mean both male and female persons.

SECTION C—*Leo District Officers*

1. Leo District President

An election for the office of Leo district president shall be held at each annual Leo district conference.

a. *Qualifications:*

- (1) Member in good standing of recognized Leo club in her/his district.
- (2) Have served as president of a Leo club for a full term of the association's fiscal year or major portion thereof.
- (3) Have received endorsement of sponsoring Lions club.

b. *Election:*

(1) **Nominations:**

Nominations to the office of Leo district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo district secretary at least thirty (30) days prior to the opening of the Leo district conference. No nomination shall be in order, which is not so made and received. Nominations for the office of Leo district president shall:

- (a) be made by any recognized Leo club in good standing in the respective district;
- (b) be endorsed by the Leo club of which the nominee is a member;
- (c) be endorsed by her/his Leo district (if established);
- (d) be endorsed by the sponsoring Lions club;
- (e) be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo district conference, nominations of any qualified Leo for Leo district president may be made by any delegate from the floor of the district conference, provided the eligibility of the candidate(s) is confirmed.

(2) **Election**

The election of the Leo district president shall be by secret ballot, the following provisions applying thereto:

- (a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.
- (b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.
- (c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

2. Leo District Vice President

An annual election for the office of Leo district vice president shall be held at each district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo district president.

3. Dual Nominations

A Leo may be nominated and elected to the offices of district president and district vice president at the same district conference, but may not serve in both offices at the same time. Such nominee's elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

4. Vacancies

In the event a vacancy shall occur in the office of Leo district president, the Leo district vice president shall automatically advance to and fill said office. In the event the Leo district vice president refuses to serve in the office of Leo district president for any reason, the district Leo club chairperson shall fill the vacancy created by such refusal by appointment for the unexpired term.

5. Other Leo District Officers

The Leo district president shall appoint, by the time office is taken, a Leo district secretary and a Leo district treasurer and such other district officers as may be desired by a Leo district conference or by the Leo district council from time to time and as approved by the Lions district council of governors.

6. Leo District Council

There shall be a Leo district council composed of the Leo district president, the district vice president, the Leo district secretary, the Leo district treasurer, the presidents of each Leo club in the district (or a delegated representative from each club), and such other Leo district officers as may be appointed by the Leo district president. Each Leo council officer shall have one vote. The Lion appointed as district Leo club chairperson shall serve as an advisory, non-voting member.

7. District Leo Club Chairperson

Besides serving as an advisory, non-voting member of the Leo district council, the district Leo club chairperson shall also serve as the official liaison between the Lions district cabinet and the Leo district council. He shall report to the Lions district cabinet all resolutions of the Leo district conference.

ARTICLE IV Leo District Conference

- A. A Leo district conference shall be held annually with the approval of the Lions district cabinet. If this Leo district is a part of a Leo multiple district, such conference shall be held not less than 30 days prior to the Leo multiple district conference.
- B. The location of the annual Leo district conference shall be determined by a previous annual Leo district conference. The date and time of the Leo district conference shall be determined by the current Leo district council. A committee appointed by the Leo district council shall plan the Leo district conference in cooperation with the district Leo club chairperson.
- C. Each recognized Leo club in good standing in the district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.
- D. A majority of the delegates present in person at any session shall constitute a quorum.
- E. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo district conference shall be subject to countermanding and

rejection by action of the Lions district cabinet or by action of said International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.

ARTICLE V
Leo District Funds

- A. To provide revenue to defray the administrative expenses of this Leo district, an annual per capita tax of _____ shall be levied upon each member of each club in the Leo district, subject to the approval of the Lions district cabinet.

The levy shall be collected and paid in advance by each Leo club to the Leo district secretary. The frequency and dates for such payments shall be determined by the respective Leo district conference.

All taxes so levied and collected shall be administered through a Leo district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

- B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo district secretary and countersigned by a designee of the district governor.
- C. The Leo district council shall provide for an annual audit of the Leo district accounts by an auditor appointed by the Leo district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual district conference, and to the Lions district council of governors.
- D. Any undeposited Leo district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo district president's council by the person or persons holding the same, and such collections together with any Leo district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo district council.

ARTICLE VI
Titles

Only the titles designated in this constitution may be used by Leo district officers.

ARTICLE VII
Bylaws

The Leo district council shall present, and Leo district conference shall adopt, such bylaws as are deemed necessary to the efficient operation of said Leo district provided, however, that all such bylaws shall be consistent with the provisions of this constitution and shall be approved by the Lions district cabinet, and shall be approved by the board of directors of Lions Clubs International or its designee. Any bylaws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

ARTICLE VIII
Duration

- A. This Leo district shall cease to exist upon the first to occur of the following:
1. Vote of the said Leo district to terminate.
 2. Receipt by the Leo district president of written notice of the withdrawal of sponsorship by the Lions district cabinet.
 3. Receipt by the Leo district president of a written notice of cancellation by The International Association of Lions Clubs.
- B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a district level shall thereon be relinquished and surrendered by the members of said district, individually or collectively. All monies on deposit to the credit of said Leo district shall be remitted to the Lions district council of governors.

ARTICLE IX
Amendments

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

ARTICLE X

The fiscal year of this Leo district shall run from July 1 to June 30.

E. THE COUNCIL OF GOVERNORS OF A MULTIPLE DISTRICT, WHERE TEN OR MORE LEO CLUBS WITH A CUMULATIVE MEMBERSHIP OF ONE HUNDRED OR MORE LEOS ARE SPONSORED BY LIONS CLUBS AND RECOGNIZED BY THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS, MAY AUTHORIZE THE FORMATION OF A LEO MULTIPLE DISTRICT ORGANIZATION. IN THIS CASE THE FOLLOWING STANDARD LEO MULTIPLE DISTRICT CONSTITUTION SHALL BE FOLLOWED.

**Standard Leo
Multiple District Constitution**

ARTICLE I
Name

This organization shall be known as Leo Multiple District No. _____.

ARTICLE II
Objects

To provide an administrative structure with which to advance the purposes and objects of the Leo Club Program in this multiple district.

ARTICLE III
Multiple District Organization

SECTION A—*Requirements and Boundaries*

When ten or more Leo clubs, with a cumulative membership of one hundred or more Leos are sponsored by Lions clubs in a Lions multiple district and recognized by The International Association of Lions Clubs, the council of governors of the said multiple district may approve the formation of a corresponding Leo multiple district. The territorial boundaries of the Leo multiple district shall coincide with the boundaries of the respective Lions multiple district.

SECTION B—*Membership*

The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in said multiple district.

SECTION C—*Leo Multiple District Officers*

1. Leo Multiple District President

An election for the office of Leo multiple district president shall be held at each annual Leo multiple district conference.

(a) *Qualifications:*

- (1) Member in good standing of recognized Leo club in her/his district.
- (2) Have served as president of a Leo club for a full term of the association's fiscal year or major portion thereof.
- (3) Have received endorsement of sponsoring Lions club.
- (4) Have received endorsement of her/his Leo district (if established).

(b) *Election:*

(1) Nominations:

Nominations to the office of Leo multiple district president shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Leo multiple district secretary at least thirty (30) days prior to the opening of the Leo multiple district conference. No nomination shall be in order which is not so made and received.

Nominations for the office of Leo multiple district president shall:

- a) Be made by any recognized Leo club in good standing in the respective multiple district;
- b) Be endorsed by the Leo club of which the nominee is a member;
- c) Be endorsed by her/his Leo district (if established);
- d) Be endorsed by her/his sponsoring Lions club;
- e) Be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo multiple district conference, nominations of any qualified Leo for Leo multiple district president may be made by any delegate from the floor of the Leo multiple district conference, provided the eligibility of the candidate(s) is confirmed.

(2) Election

The election of the Leo multiple district president shall be by secret ballot, the following provisions applying thereto:

- a) In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.
- b) In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.
- c) In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of the said single nominee.

2. Leo Multiple District Vice President

An annual election for the office of Leo multiple district vice president shall be held at each multiple district conference. The qualifications for said office and the procedure for nomination and election thereto shall be the same as prescribed for the office of Leo multiple district president.

3. Dual Nominations

A Leo may be nominated and elected to the offices of multiple district president and multiple district vice president at the same multiple district conference, but may not serve in both offices at the same time. Such nominee's elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

4. Vacancies

In the event a vacancy shall occur in the office of Leo multiple district president, the Leo multiple district vice president shall automatically advance to and fill said office. In the event the Leo multiple district vice president refuses to serve in the office of president for any reason, the multiple district Leo club chairperson or the designee of the multiple district council of governors shall fill the vacancy created by such refusal by appointment for the unexpired term.

5. Other Leo Multiple District Officers

The Leo multiple district president shall appoint, by the time office is taken, a Leo multiple district secretary and a Leo multiple district treasurer and such other multiple district officers as may be desired by a Leo multiple district conference

or by the Leo multiple district council from time to time and as approved by the Lions multiple district council of governors.

6. Leo Multiple District Council

There shall be a Leo multiple district council composed of the Leo multiple district president, the multiple district vice president, the multiple district secretary, the multiple district treasurer, all Leo district presidents and such other Leo multiple district officers as may be appointed by the Leo multiple district president and as approved by the Lions multiple district council of governors. If Leo district presidents do not exist in a given Leo multiple district, then the presidents of each Leo club in said multiple district (or a delegated representative from each club) shall form part of the Leo multiple district council. Each council officer shall have one vote. The Lion appointed as multiple district Leo club chairperson by the Lions council of governors and district Leo club chairperson of sub-districts in said multiple district shall be entitled to attend any council meeting and participate in all deliberations of the council.

7. Multiple District Leo Club Chairperson

Besides serving on the Leo multiple district council, the multiple district Leo club chairperson shall also serve as the official liaison between the Lions council of governors and the Leo multiple district council. He/she shall report to the Lions council of governors all resolutions of the Leo multiple district conference.

SECTION D—*Leo Multiple District Council Meetings*

1. Meetings of the Leo multiple district council shall be held at least twice annually at times and places fixed by the Leo multiple district president and approved by a majority of the members of the council and provided that one of such meetings shall be held at the time of the Leo multiple district conference.
2. Quorum and Vote: The attendance of a majority of the voting members of the council shall constitute a quorum for any meeting thereof.

SECTION E—*Powers*

Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and Bylaws of The International Association of Lions Clubs, the Lions Multiple District Constitution and Bylaws, the powers granted therein to the board of directors of said association and the policies and acts of said board of directors, the Leo multiple district council shall:

1. Have jurisdiction and control over all officers and agents, when acting as such, of the Leo multiple district council and all committees of the Leo multiple district and multiple district conference;

2. Have management and control over the property, business and funds of the Leo multiple district;
3. Have jurisdiction, control and supervision over all phases of the Leo multiple district conference and all other meetings of said district;
4. Have original jurisdiction, when authorized under policy of said international board and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any Leo sub-district, any Leo club, or any member of a Leo club in the said Leo district. All such rulings of the Leo council shall be subject to review and decision by the Lions council of governors of said multiple district and the Board of Directors of The International Association of Lions Clubs;
5. Have control and management of all budgetary matters of the Leo multiple district and committees of the Leo multiple district and Leo multiple district conference. All transactions shall be subject to approval of the Lions multiple district council of governors, and no obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

ARTICLE IV

Leo Multiple District Conference

- A. A Leo multiple district conference shall be held annually. The location of this conference shall be as determined by a previous annual Leo multiple district conference. The date and time of the conference shall be determined by the current Leo multiple district council with the approval of the Lions multiple district council.
- B. Each recognized Leo club in good standing in the Leo multiple district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective conference. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.
- C. A majority of the delegates present in person at any session shall constitute a quorum.
- D. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. All action by a Leo multiple district conference shall be subject to countermanding and rejection by action of the Lions council of governors or by action of said

International Board of Directors, alone, in either of which events such action shall be null and void and of no force and effect.

ARTICLE V
Leo Multiple District Funds

- A. To provide revenue to defray the administrative expenses of this Leo multiple district, an annual per capita tax of _____ shall be levied upon each member of each club in the Leo multiple district, subject to the approval of the Lions multiple district council of governors.

The levy shall be collected and paid in advance by each Leo club to the Leo multiple district secretary. The frequency and dates for such payments shall be determined by the respective Leo multiple district conference.

All taxes so levied and collected shall be administered through a Leo multiple district administration fund. Expenditures therefrom shall be for such items only as are approved by the Leo multiple district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

- B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo multiple district secretary and countersigned by a designee of the Lions council of governors.
- C. The Leo multiple district council shall provide for an annual audit of the Leo multiple district accounts by an auditor appointed by the Leo multiple district council. Audited balance sheets and income and expenditure accounts for the previous fiscal year shall be submitted at each annual Leo multiple district conference, and to the Lions multiple district council of governors.
- D. Any undeposited Leo multiple district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo multiple district council by the person or persons holding the same, and such collections together with any multiple district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo multiple district council.

ARTICLE VI
Titles

Only the titles designated in this constitution may be used by Leo multiple district officers.

ARTICLE VII
Bylaws

The Leo multiple district council shall present, and Leo multiple conference shall adopt, such bylaws as are deemed necessary to the efficient operation of said Leo multiple district provided, however, that all such bylaws shall be consistent with the provisions of this constitution, shall be endorsed by the Lions multiple district council of governors, and shall be approved by the board of directors of Lions Clubs International or its designee. Any bylaws or amendments thereto, which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

ARTICLE VIII
Duration

- A. This Leo multiple district shall cease to exist upon the first to occur of the following:
1. Vote of the said Leo multiple district to terminate.
 2. Receipt by the Leo multiple district president of written notice of the withdrawal of sponsorship by the Lions multiple district council of governors.
 3. Receipt by the Leo multiple district president of a written notice of cancellation by The International Association of Lions Clubs.
- B. By virtue of this termination, provided in Section A, all rights and privileges relating to the use of the Leo name and the Leo emblem on a multiple district level shall thereon be relinquished and surrendered by the members of said multiple district, individually or collectively. All monies on deposit to the credit of said Leo multiple district shall be remitted to the Lions multiple district council of governors.

ARTICLE IX
Amendments

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

ARTICLE X

The fiscal year of this Leo multiple district shall run from July 1 to June 30.

F. YOUTH EXCHANGE PROGRAM POLICY

1. Purpose and Objectives

The Youth Exchange Program was authorized by the Lions Clubs International Board of Directors in early 1961, for the purpose of furthering the first Object of Lionism:

“To create and foster a spirit of understanding among the peoples of the world.”
The objectives of the program are:

- a. To bring young people into contact with youth and adults of other countries;
- b. To share family and community life of another culture;
- c. To promote international understanding and good will throughout the world of Lionism.

These objectives apply to the participating youth, the sponsor and host Lions clubs, and the host families. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.

2. Operating Procedures

a. Communications

- (1) Good communications are absolutely vital to operations of the Youth Exchange Program. It is the obligation of all participants to keep all concerned parties informed and to respond promptly to every communication of any type. The sender must be informed promptly, whether the answer is favorable or not, or to be decided at a later date.
- (2) Initial communications between an interested sponsor club and host club will be through the district youth camp and exchange program chairperson or multiple district chairperson, as appropriate. If name and address are unknown, this communication will be sent to the respective district governor.

A sponsoring club or district is a club or district sending a youth exchange visitor to another country. A host club or district is a club or district receiving a youth exchange visitor.

- (3) Full information shall be sent to the Youth Programs Department of international headquarters on the following items: promotion, planning and initial contact; nature of response and decision; basic personal information on each youth, his family and sponsors, host club and family, dates of travel and visit, all contacts in case of emergency.
- (4) It will be the duty of the host club to advise in the first communication the detail of the program that will be conducted during the youth exchange visit.
- (5) Each youth applicant shall include with his application a personal letter of introduction to the prospective host family, containing information on his:
 - interest, studies, and hobbies;
 - family members and their occupations;
 - home community;
 - previous travel;
 - expectations for the exchange;
 - dietary, health, or religious requirements.

The letter shall be written in the language agreed upon as the language of communication for the exchange.

- (6) The host family shall include, with its application to participate in the program, a letter of introduction which shall be communicated by the host Lions to the exchange visitor and his Lions sponsors at the time of the youth's acceptance. The letter shall be written in the language agreed upon as the language of communication for the exchange.
- (7) Each youth exchange applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district youth camp and exchange chairperson(s), where applicable. In areas where there is not an appointed youth camp and exchange chairperson, the district governor or council chairperson shall sign. In un-districted areas or where youth camps and exchange are not organized at the district or multiple district level, the signature of the Lions club president will suffice.

b. Screening Youth Applicants

- (1) Time: All applicants shall be thoroughly screened by the sponsor Lions club prior to acceptance.

- (2) Lions Club Member's Children: Unless so stated by the host country or district, such relationship shall not disqualify applicant.
- (3) Physically or Economically Handicapped Applicants: May be selected if otherwise qualified and agreed to by host Lions.
- (4) Screening factors to be determined by the sponsor Lions club:
 - (a) Age: Applicant should be from 15 through 21 years (unless variations can be specified conscientiously by the host country or district on grounds of its culture and customs).
 - (b) Character References: Required from at least two independent sources.
 - (c) Education: Applicant's performance (or record) and special studies shall be considered.
 - (d) Language Ability: Preferably, he or she should have at least a basic knowledge of the language of the host country. Some countries, or particular hosts, may require two years study, for example, or a competent conversational ability.
 - (e) Knowledge of Youth Exchange Program: Familiarity with all aspects of the Youth Exchange Program, its purpose and objectives, by both youth and parents, is a must.
 - (f) Motives of Applicant: Determine basis of his/her choice of country. He/she should have a desire to contribute to international understanding, and a desire to learn about and from other ways of life.
 - (g) Health: This does not mean that handicapped youth or those with special needs should be disqualified. However, such factors must be stated clearly for benefit of the hosts. Particular conditions, allergies to certain foods or medicines, a regular or potential need for some medicine and, in some cases, even religious obligations in health or food matters are to be determined and communicated to prospective hosts.
 - (h) Appearance: May well be a more serious matter to the people and cultures of his/her host country than of his/her own. The youth should be as understanding in this matter as he/she expects others to be. The photo requested will help prospective hosts identify him upon arrival.

- (i) Parents' or Guardians' Consent: Complete agreement with program objectives are to be verified in writing. It should be made clear that they will bear ultimate financial obligation for emergencies or illness due to health or accident of the youth.
- (j) Each host club may require adherence to rules in addition to those set forth in this policy.
- (k) Each youth exchange visitor must give evidence of his/her desire to take part in a youth exchange visit and furnish a signed statement that he or she and his or her parents or guardians are familiar with the rules of the program, and agree to abide by said rules and the objectives and purposes of the program.
- (l) Travel Quotas, Host Family Availability: The sponsoring Lions are not to accept applicants solely in order to fill group travel quotas or host family availability.
- (m) Admission Requirement: The sponsoring Lions are not to admit applicants into the program, or make travel arrangements for them, until host families have been arranged.

c. Screening for Host Families

- (1) Potential host families are to be screened by the host Lions club. Insofar as possible, the host family should be a Lion member's family. Potential host families should be willing to have their home and family situation reviewed in the light of the following:
 - (a) Age: The family should be in contact with youth of the approximate age of the youth visitor. Children in the host family are desirable but not a requirement.
 - (b) Compatibility: Character traits and attitudes of the host family and its members to be considered are: understanding, interest, and ability to communicate and deal wisely with youth, open-mindedness and tolerance.
 - (c) Language Ability: It would be helpful if one or more members of the family speaks the youth's language, and may even be necessary in some cases.
 - (d) Knowledge of Youth Exchange Program: Familiarity of host family members with the Youth Exchange Program, its purpose and objectives, is important to the success of the exchange experience. All members should understand and accept their

responsibilities. If a non-Lion host family is considered, they should be well informed on the scope and Objects of Lionism, and on the Youth Exchange Program especially. Meetings including all host families shall be held.

(e) Living Conditions: Need not be luxurious, but should be adequate to accommodate an additional person in the home without undue discomfort or financial burdens.

(f) Family Preferences: Determine family attitude concerning the youth's nationality, language, religion, sex, age; any special interests should be determined during the screening interview.

(2) Travel Quotas: Hosting Lions are not to select host families simply to fulfill a quota.

d. Hosting a Youth Exchange Visitor

(1) Receiving a youth exchange visitor is an activity and the responsibility of the host Lions club. These responsibilities include arrangements for the youth's arrival and departure, his/her welfare, and his/her social and cultural entertainment throughout the visit.

(2) In the case of problems or incompatibility between host family and youth, appropriate host club officers must be prepared tactfully to arrange transfer of the youth to another qualified host family (for this reason it is advised that one or more alternate families be available).

(3) If an extreme problem cannot be solved after all reasonable efforts have been made locally, it may be necessary to contact the visiting youth's parents, or in some cases, the sponsor club or district officers. If the decision is reached to return the youth to his/her home, whoever may be at fault, arrangements are to be made by the appropriate host club officers.

(4) In the host family's home, the visiting youth is to be treated as a member of the family. This relationship may be quite different from his/her own home and family, but should be kept natural for the hosts. Learning customs and lifestyles is an objective of the exchange.

e. Cultural Preparation

(1) It is an obligation of both host and sponsoring Lions clubs conducting an exchange program, and of the adult and youth participants, to familiarize themselves with customs and expectations of the countries and peoples involved, especially those of the host country.

- (2) Government regulations concerning passports, visas, inoculations and customs regulations shall be explained in detail by the sponsoring Lions.
- (3) The youth visitor shall be made aware that he/she is bound by the laws of the host country. This is especially important in areas of possession of weapons, alcoholic beverages, use or possession of narcotics, and all sections of the juvenile code of that country.

f. Travel Arrangements

- (1) All travel arrangements and the cost of all travel for youth exchange visitors, from home to the host community and return, shall be the responsibility of the sponsoring Lions clubs.
- (2) Group travel arrangements must be for purposes of furthering objectives of the program. Group travel shall not be planned only for the sake of numbers, or for the sake of tourism which places unreasonable obligations on Lions of the host country. Charter flights especially shall be arranged only with a well established airline with excellent international experience.
- (3) Lions Clubs International Headquarters shall not plan nor be responsible for travel arrangements.
- (4) Dates of the visit and travel shall be agreed upon at least six weeks in advance by sponsoring and host Lions. The schedule and means of travel shall be communicated as soon as arranged.
- (5) All changes of plans shall be mutually agreed upon if at all possible. Last minute unavoidable changes shall be communicated at once to the host Lions club and the host family. Where one youth is substituted in place of another, he/she shall be as well screened and qualified as the original applicant.
- (6) Whenever youth exchange visitors are combined into substantial groups, they shall travel under responsible leadership. Complete travel expenses plus accommodations and internal expenses within the host country for persons requested by sponsoring Lions to act as group leaders shall be the responsibility of the sponsoring Lions.
- (7) Extended personal travel by youth exchange visitors, even if it is to visit close friends or relatives, is not allowed unless permission has been obtained at least one month in advance from each of the following parties: youth's parents or guardian, sponsoring Lions club,

sponsoring district youth camp and exchange chairperson, host district youth camp and exchange chairperson, host Lions club, host family.

g. Insurance

- (1) It is the responsibility of the sponsoring Lions club to verify or assure that the applicant has adequate medical, life, personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and/or competent insurance representatives.
- (2) Sponsoring Lions shall furnish satisfactory proof of insurance coverage to host Lions for visiting youth before their acceptance.
- (3) Sponsoring Lions clubs shall secure release of liability and hold harmless agreements executed by each youth exchange visitor and his or her parents or guardians (if a minor).
- (4) The host Lions shall have the option of requiring any inbound exchange youth to subscribe, at his/her own expense, to medical, life, personal property, liability, or other type of insurance, as deemed appropriate by the host Lions, to cover the duration of the exchange visit, regardless of whether said youth is already insured under a policy issued in the youth's home country.

h. Financial Arrangements

(1) Sponsoring Club

- (a) All costs related to travel of the exchange visitor, from his/her home to his/her host community and return, shall be the responsibility of the sponsoring Lions club. They may be paid by the club, from district funds if available, by the youth and/or his/her family, or some combination of these sources.
- (b) Costs related to travel include actual fares, insurance, airport service fees, customs duties, and any layover or overnight costs en route.

(2) Host Club

- (a) All costs related to board and lodging, and hosting of the youth shall be the responsibility of the host Lions club.
- (b) Since host families provide room and board, the host Lions club should pay or reimburse any planned expenses incurred during the visit of the exchange youth. Each host family shall meet with its

host club and reach agreement as to those activities for which the host club will provide reimbursement for expenses incurred. Such planned expenses include sightseeing or other local transportation, fees for visitors' attractions or entertainment events, restaurant meals, etc.

(3) **Exchange Youth**

Each youth shall have personal funds of approximately US\$75.00 per week for incidentals, minor medical costs, souvenirs, or possible social activities not planned by the hosts.

i. **Emergency Situations**

Responsibility for the exchange youth is assumed by sponsoring Lions during travel, and by host Lions during his stay in their country and community. Emergency situations have been extremely few; nevertheless, they do occur. The following distinctions are made with respect to areas of responsibility.

- (1) Unexpected Visitors: No Lions club can be held responsible for extending hospitality or furthering travel arrangements for unexpected visitors, individually or in groups.
- (2) Unwarranted Personal Requests: Requests for school enrollment, training or employment, long-term board and lodging, and the operation of motor vehicles (even by bona fide exchange youth) are prohibited.
- (3) Accident or Illness: Illness of an exchange visitor will require the attention of the host family and the host Lions club. In case of serious illness or accident, every effort should be made to contact the youth's parents immediately, and to provide them with diagnosis and recommendations determined by a doctor. All youth must have in their possession written parental or guardian permission for any necessary medical or surgical treatment.
- (4) Incompatibility: If relations between host family and the visiting youth become extremely difficult, the matter should be handled tactfully by the host Lions. In extreme situations, it may become necessary to arrange for the return of the youth to his/her home.
- (5) Replacement Host Family: If an assigned host family withdraws from the program after a commitment has been made to host an exchange visitor, it shall be the obligation of the host Lions to provide for a qualified replacement host family. The host Lions shall make every effort to avoid canceling an exchange visit.

j. Emergency Financial Procedures

Unexpected, substantial costs requiring advance payments shall be the ultimate responsibility of the youth's parents and they shall be so informed prior to acceptance of the youth. If any such shall arise, the position of the parents and sponsoring Lions shall be sought immediately. Only thereafter shall the host Lions consider contributing to or advancing the same.

If expenses are advanced by host Lions to meet any such emergency or other unexpected and necessary action, they may report the same to the parents and sponsoring Lions, detailing the amount of expense, or suggested portion thereof, which they feel should be reimbursed. All involved parties should then endeavor to resolve the reimbursement question in the spirit of complete fairness, understanding and goodwill.

3. Youth Exchange Organizations

- a. For applicants for whom hosts cannot be located and for longer term study programs, Lions Clubs International endorses and recommends the programs of American Field Service International Scholarships, the Experiment in International Living, and Youth for Understanding.
- b. The international headquarters staff is authorized to provide to Lions basic information on the programs of these three leading exchange organization, and to exchange information with their respective headquarters.

4. District Youth Exchange Operations

- a. District governors shall be encouraged to give every consideration to maintaining continuity in the Youth Exchange Program from year to year;
 - (1) wherever feasible, to continue the Youth Camp and Exchange Program chairperson in office, and
 - (2) when a change is made, to have complete records transferred by the chairperson to his successor.
- b. District governors shall be encouraged to establish a "Youth Week" in their districts. Choice of dates is left to district governors in accordance with geographical and cultural considerations. Further, this shall be placed on the agenda for the district governors-elect seminar at the international convention.
- c. District governors shall be encouraged to include participation of clubs in youth exchange in the point system for their district contests; also this factor shall be included in contest guidelines provided by our headquarters.

- d. The subject of youth exchange shall be included and given ample time in the district governors-elect seminar. For the Convention Youth Camp and Exchange Program Forum, the Top-Ten Chairpersons shall be invited (if attending) to participate in a panel for discussion, with no additional cost to Lions Clubs International for this purpose.
- e. Lions Clubs International recommends and encourages direct relationships and exchange between districts and clubs participating in the Youth Exchange Program.
- f. Committees of liaison officers shall be established to coordinate various aspects of youth exchange at the district and multiple district levels where deemed appropriate and advisable. Youth camp and exchange program committee members shall be appointed by the respective governor, at the district level, or council of governors, at the multiple district level. Members of the multiple district youth camp and exchange program committee may include the sub-district youth camp and exchange chairpersons.
- g. In districts or multiple districts where youth exchange programs extend beyond the end of the fiscal year, the youth camp and exchange program chairperson or committee may be permitted by the new district governor or multiple district council of governors, as appropriate, to supervise the successful completion of youth exchanges which had been arranged before June 30.
- h. To certify that the district's youth exchange program will comply with board-approved policies, standards, and regulations, the district governor shall complete an Annual District Youth Exchange Certification Form by August 15 each year. Certified Lions Youth Exchange programs and reported district and multiple district youth camp and exchange program chairpersons shall be posted on the Lions Web site and in the official Youth Exchange Program Directory.

5. Top Ten Youth Camp and Exchange Chairpersons Award

- a. The Top Ten Youth Camp and Exchange Program Chairpersons Award shall be granted according to the following rules:
 - (1) A complete report shall be received at the international office by November 15.
 - (2) "Top Ten" youth camp and exchange program exchange chairpersons will not be selected by the Youth Programs Committee until the following March/April board meeting.

- (3) Following are guidelines for information to be included in the above report:
 - (a) Number of youth applications received for sponsorship and number of youth actually sponsored.
 - (b) Number of requests received to host and number of youths actually hosted.
 - (c) Number of Lions clubs participating in the Youth Exchange Program.
 - (d) The ages and sex of youth.
 - (e) Participation of any handicapped youth.
 - (f) Countries involved in the exchange.
 - (g) Cooperation with other youth exchange organizations.
 - (h) Participation in Lions Clubs International Youth Camps and/or Centers.
- (4) Chairperson's reports will be accepted by mail at the Lions Clubs International Headquarters, in the form of a report not more than three pages. Attachments may include newspaper clippings, photographs, or other special exhibits.
- (5) Due to difficulties of many translations in a short period of time, it is recommended that if at all possible, the reports be submitted in English.
- (6) Where the candidate is a club member in a multiple district, the nomination must be made by the multiple district council of governors. If the candidate is a club member in a single district (i.e., a district which is not part of a multiple district), the nomination must be made by the district governor.
- (7) Each single district (i.e., a district which is not part of a multiple district) is limited to one nomination each year. Each multiple district having from two (2) to fourteen (14) sub-districts is limited to one nomination each year. Multiple districts with fifteen (15) or more sub-districts are allowed a maximum of two (2) nominations each year.
- (8) Nominations shall be made and submitted by the multiple district council of governors (or district governor of a single district) in office

during the year in which the awards will be issued, that is, immediately following completion of the nominated chairperson's term.

- b. The Top Ten Youth Camp and Exchange Program Chair-person Award shall be presented to each winner at a suitable, prestigious occasion by the highest ranking Lion officer available.

6. Reporting of Youth Exchange Statistics to International Headquarters

- a. Each district youth camp and exchange program chairperson or multiple district youth camp and exchange chairperson, if appointed, shall prepare an annual report on youth exchanges in his/her respective district or multiple district and submit it to the international office no later than November 15 of each fiscal year. The report form shall be mailed from the international office to district governors and multiple district council chairpersons, where appropriate, for distribution to the respective youth camp and exchange program chairpersons. It shall be the responsibility of the district governor and the council chairperson, where appropriate, to ensure that the report is completed and submitted by the deadline date specified.
- b. The annual Youth Exchange Report shall contain the following information:
 - (1) Number of boys and girls hosted in youth exchanges and international youth camps or centers.
 - (2) Number of Lions clubs participating in the program within the district or multiple district.
 - (3) Number of host families participating within the district or multiple district.
 - (4) Number of boys and girls sponsored in youth exchanges and international youth camps or center.
 - (5) Countries involved in the program.

7. Youth Exchange for Political Purposes

It is expressly prohibited to use the Youth Exchange Program, its contacts or functions, for political purposes.

G. INTERNATIONAL YOUTH CAMP PROGRAM POLICY

1. Purposes and Objectives

- a. The International Youth Camp Program was authorized in 1974, for the purpose of furthering Lions Clubs International's first Object:

"To create and foster a spirit of understanding among peoples of the world."
- b. The objectives of the program are:
 - (1) To bring young people of different countries into meaningful contact with each other;
 - (2) To facilitate the sharing of ideas, customs and cultural viewpoints;
 - (3) To promote international understanding and goodwill, and to work toward the goals of world peace;
 - (4) To develop leadership potential in youth;
 - (5) To encourage respect in young people for the thinking of others.
 - (6) To provide a range of activities that promotes a healthy learning experience, both physically and intellectually.
- c. A Lions Clubs International Youth Camp shall not be conducted for the purpose of tourism. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.
- d. To qualify for the designation "Lions International Youth Camp," a camping activity shall:
 - (1) Use the name "Lions" in its official title in compliance with policy requirements established by the International Board of Directors.
 - (2) Be of at least one week in duration.
 - (3) Involve the participation of youths from different countries.
 - (4) Offer a schedule of activities to be determined by the camp organizers, consistent with the program's objectives.

2. Operating Procedures

a. Camp Sponsorship

- (1) A Lions club, district, or multiple district, whether singly or jointly, may sponsor and organize an international youth camp.
- (2) Camp sponsors in making arrangements for a camp should coordinate with the district or multiple district youth camp and exchange program chairperson where one has been appointed.

b. Promotion

- (1) The promotion of each camp will be handled by its camp committee in conjunction with the district or multiple district youth camp and exchange program chairperson. The district or multiple district youth camp and exchange program chairperson should report the scheduled dates and location of the camp; the name, address, telephone and fax numbers and E-mail address of the camp director; the official languages of the camp; and the theme of the camp to international headquarters as early as possible, at least six months before the established deadline for applications to the camp. A list of camps with the above information will be compiled by the international office and published on the association's official Web site and in other communications as appropriate.
- (2) Addresses of district and multiple district youth camp and exchange program chairpersons shall be made available on the association's official Web site and by the international office to chairpersons of international youth camps for the purpose of announcing and promoting camp programs.

c. Program

- (1) The details and theme of the camp program are the responsibilities of the camp organizers, whether Lions clubs, districts or multiple districts. The theme of the camp program may relate to Lions activities.
- (2) Although the particular format of the camp may, for example, include travel, focus on a cultural heritage, or be structured for the handicapped, every international youth camp may include such activities as:
 - (a) Visits to historical sites, industries, educational and scientific institutions, religious centers or areas of environmental interest;

- (b) Seminars and presentations on current events and issues;
 - (c) Visits to the homes of representative families;
 - (d) Discussions on pertinent issues among camp participants and with Lion leaders, as well as business, education, and government representatives;
 - (e) Presentations about the camp's host country through lectures, tours, seminars or other camp activities.
 - (f) Educational presentations by campers about their own country and culture.
- (3) A variety of recreational activities.
 - (4) Camp activities and presentations should encourage an open discussion and debate of world events and issues, while avoiding the promotion of political or nationalistic positions.

d. Communications

- (1) Camp organizers shall keep all concerned parties fully informed, including camp applicants and their parents or guardians, youth camp and exchange program chairpersons and the Youth Programs Department of the International Office. All inquiries shall be responded to promptly.
- (2) Initial communications between a club interested in sponsoring a youth at a camp and the camp organizers will be through the district youth camp and exchange program chairpersons or multiple district chairperson where appropriate. If the name and address of the chairperson are unknown, initial communications will be through the district governor.
- (3) If a stay with a host family is planned in conjunction with the camp, the name and address of the family are to be communicated to the youth participant, his parents or guardians, and the sponsoring district youth camp and exchange program chairperson well in advance of the youth's departure from home to the camp.
- (4) Where an international youth camp is conducted separately from a district's or multiple district's youth exchange program, the camp coordinator is encouraged to keep the respective district or multiple district youth camp and exchange program chairperson informed of all

travel and hosting arrangements made for each youth participating in the camp.

e. Youth Protection

Host Lions shall operate their camp programs in compliance with local laws governing youth protection.

3. Selection of Youth Camp Participants

- a. Each youth camp applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district youth camp and exchange chairperson(s), where applicable. In areas where there is not an appointed youth camp and exchange chairperson, the district governor or council chairperson shall sign. In undistricted areas or where youth camps and exchange are not organized at the district or multiple district level, the signature of the Lions club president will suffice.
- b. Prospective applicants may be selected by means of any of the following procedures:
 - (1) Through organized competitions.
 - (2) By nomination by a school or community organization.
 - (3) On recommendation of a Lions club member.
- c. Each applicant shall be personally interviewed by the sponsoring Lions club before an application is submitted to the international camp director or committee.
- d. The number of youths to be accepted into the camp will be determined by the camp organizers and announced in its first promotional mailing. It is generally recommended that a camp have a minimum of 30 and a maximum of 60 youths.
- e. Each camp committee will determine criteria for camp participants based on the following:
 - (1) Age: Each camp may set its own age range. It is, however, recommended that the age range of youths at a given camp generally span no more than three years and exclude youths younger than 16 or older than 22 years of age.

- (2) Education: The applicant's school records and special studies shall be considered. Applicants should have a sincere desire to broaden their education through international experience.
- (3) Language Ability: Each participant in an international youth camp shall be able to communicate in the official language of the camp.
- (4) Attitude: Applicants shall demonstrate maturity and open-mindedness and desire to learn about the ways of life in different countries.
- (5) Health: Lions Clubs International encourages young people with disabilities to apply for participation in youth camp programs. Every reasonable effort will be made to accommodate disabilities so that the youth may benefit from the experience provided by the camp. Lions clubs and districts may sponsor camp programs specifically for youth with special conditions, such as diabetes, or physical handicaps. Applicants with disabilities may be eligible to participate in other international camp programs, provided they meet the requirements established for the particular program. At the time of application, the youth must explain any special needs or conditions that would substantially limit his or her participation in the activities of the camp or exchange. Such conditions must be brought to the attention of the camp committee at the time application is made. Particular medical conditions, allergies to certain foods or medicines, a regular or potential need for medication, and specific requisites of hygiene or diet dictated by religious obligations are to be communicated to the camp committee.
- (6) Gender: Camps may be coeducational or structured exclusively for either young women or young men.
- (7) Appearance: The camp committee may specify dress codes or standards of appearance in keeping with the requirements of the camp and the cultural norms of the host country.
- (8) Special Abilities: Certain skills such as musical or athletic ability may be required to gain admittance to a particular camp.
- (9) Character: Applicants should furnish at least two character references.
- (10) Financial Ability: Financial assistance where offered should be given to applicants with demonstrated financial need.
- (11) Previous Attendance: Preference should generally be given to applicants who have not already participated in a Lions Clubs International Youth Camp.

- f. Each individual desiring to attend an international youth camp shall submit an application with a photograph of himself or herself to the camp committee. The application must be signed by the sponsoring Lions club and in it the applicant must agree to the purpose and requirements of the camp. The application must also be endorsed by the district and multiple district as applicable.
- g. Camp organizers shall determine whether children of Lions club members are eligible to participate. Eligibility shall be announced in the camp's promotional materials.
- h. Parents or guardians of applicants shall verify in writing their complete agreement with the camp's objectives and their understanding that they will bear ultimate financial responsibility for any emergency, illness, accident or unexpected costs involving the youth and not covered by insurance (see Section 8).
- i. International youth camps are not to accept applicants solely in order to fill quotas, to meet host family availability, or to promote tourism.
- j. Campers may be required to adhere to rules in addition to those set forth in this policy.

4. Camp Leadership

- a. Camp leadership includes Lions who, together with the camp committee, plan and promote the camp, as well as professional youth workers who have experience relevant to the nature of the camp.

5. Orientation

- a. All camp participants, young and adult, shall strive as ambassadors of goodwill to create and foster a spirit of understanding among peoples of the world.
- b. The sponsoring Lions shall provide all participants with information pertaining to government regulations concerning passports, visas, inoculations, and customs regulations.
- c. The laws of the host country and its juvenile code, especially those pertaining to the areas of use and possession of weapons, alcoholic beverages and drugs, shall be explained to all camp applicants.
- d. An orientation meeting for youth participants and, if possible, their parents or guardians is recommended to explain the purposes and objectives of the camp

and of Lionism and to review in detail all items pertaining to the youth's stay at the camp.

6. Travel Arrangements

- a. All travel arrangements for youth camp participants from home to the camp and return shall be the responsibility of the sponsoring Lions.
- b. Group travel shall be arranged only to further the objectives of the program. Group travel shall not be planned to fill quotas or promote tourism. Charter flights, if utilized, shall be arranged only with well established airlines with excellent international experience.
- c. Lions Clubs International Headquarters shall not plan nor be responsible for travel arrangements.
- d. The applicant's travel arrangements should be provided to the camp committee at least three weeks before departure to the camp.
- e. Unavoidable changes or cancellations shall be communicated immediately to the camp committee. As a way of reducing the number of last minute cancellations, the camp committee may require the payment of a guarantee fee to ensure commitment to the Youth Camp and Exchange Program. Alternate applicants shall be as well qualified as the original applicants.
- f. All travels groups must have proper adult supervision.
- g. Extended personal travel by youth camp participants or leaves of absence from the camp, even if to visit close friends or relatives, are not allowed unless permission in writing has been obtained at least one month in advance from each of the following parties: parents or guardians of the youth, sponsoring Lions clubs, sponsoring district youth camp and exchange program chairperson, host district youth camp and exchange chairperson, camp director, host Lions club, host family (if applicable).

7. Financial Arrangements

a. Sponsoring Lions

- (1) All costs related to travel of the youth camp participant from his or her home to the camp and return shall be the responsibility of the sponsoring Lions club. These costs may be paid by the club, from district funds if available, by the youth, by the youth's family, a benefactor, or some combination of these sources.

- (2) Costs related to travel include actual round trip fares, insurance, airport service fees, customs duties and any layover or overnight costs incurred en route.
- (3) All youths attending the camp must have prepaid return tickets with reservations, as well as necessary passports, visas and required health certificates.
- (4) The youth's parents or guardians shall be informed of their responsibility for any unexpected or emergency costs requiring immediate payment by the hosting Lions.

b. Host Lions

- (1) All costs related to board and lodging at the camp and to hosting of the youth while attending the camp shall be the responsibility of the host Lions.
- (2) Costs related to the camp will vary according to the program planned, travel involved, campsite selected, and other factors, but should be kept to a reasonable minimum. Methods of financing international youth camps may include:
 - (a) A voluntary contribution by each club in the host district.
 - (b) An assessment of each club in the district or multiple district by action of the district or multiple district convention.
 - (c) Distribution of expenses among several cooperating clubs.
 - (d) Voluntary contributions from benefactors.
 - (e) Reasonable fees for special cultural and educational activities that are part of the camp experience.
- (3) Since host families, where involved, provide room and board, the host Lions should pay or reimburse any planned expenses incurred by such families during the visit of the participating youth. Each host family shall meet with the host Lions to reach an agreement on those planned expenses, which the host Lions will reimburse. These planned expenses may include local transportation for such activities as sightseeing, fees for visitors' attractions or entertainment events, restaurant meals, etc.

- c. Youths attending the camp shall have personal funds sufficient for incidentals, minor medical costs, souvenirs, or possible social activities not planned by the hosts.
- d. Lions Clubs International headquarters shall not be responsible for any financial arrangements.

8. Insurance and Indemnity

a. Sponsoring Lions

- (1) It is the responsibility of the sponsoring Lions to verify and ensure that the applicant has sufficient travel and accident insurance to cover any and all contingencies during travel from the home country to the camp and return.
- (2) The sponsoring Lions shall verify that the youth has sufficient medical insurance to cover expenses resulting from illness or hospitalization during the camp stay. Costs of this insurance protection may be borne by the youth, his or her parents or guardians, the sponsoring Lions or a combination of these or other sources as agreed upon. Sponsoring Lions shall furnish the camp organizers with satisfactory proof of such insurance coverage for the youth with the application.
- (3) The sponsoring Lions shall secure release of liability and hold harmless agreements executed by each youth applicant and, if a minor, from the youth's parents or guardians. Sponsoring Lions shall furnish the camp organizers with satisfactory proof of such indemnity with the final application.

b. Host Lions

- (1) It is the responsibility of the host Lions or camp organizers to verify or ensure that the camp applicant has sufficient accident, life, personal property, health and liability insurance to cover any and all contingencies during travel to and from the camp and attendance at the camp. Costs of such insurance coverage may be reimbursed to the camp organizers through camp fees, if any.
- (2) Camp organizers shall provide to sponsoring Lions certificates of insurance coverage for camp participants at the time initial application to the camp is made.

9. Emergency Situations and Procedures

- a. The sponsoring Lions assume responsibility for the youth during travel to and from the camp. The host Lions are responsible while the youth is staying in the host country and is at the camp.
- b. Unauthorized Campers: Camp organizers shall not be obligated to extend hospitality or further travel arrangements for unauthorized campers, whether these be individuals or groups.
- c. Personal Requests: Participating youth may not request to be enrolled in school, trained, or employed. Requests for long-term boarding and lodging or the right to operate motor vehicles will also be denied.
- d. Accident or Illness: Any illness or accident involving a camper shall require the prompt attention of the camp director and local Lion officers. In the event of serious illness or accident, every effort shall be made to contact the youth's parents or guardians immediately to provide them with complete information, including a doctor's diagnosis and recommended treatment. All youth participants must have included in their application written permission from parents or guardians for any necessary medical or surgical treatment in the event parents or guardians cannot be reached during an emergency. Each camp is required to make arrangements for medical care and to have a licensed physician available.
- e. Disciplinary Action: Each camp shall reserve the right to terminate the youth's participation in the camp for reasons of misconduct. In the event of disciplinary action resulting in expulsion of the camper, the parents or guardians of the youth shall be advised of this action and shall assume responsibility for any expense involved.
- f. In the event that immediate payments have to be made for the youth concerning unexpected, substantial costs, the youth's parents or guardians and the sponsoring Lions club shall be informed immediately and agreement reached as to how these costs will be covered.

10. Youth Exchange

This policy shall also apply in instances where an international youth camp is combined with family hosting.

H. YOUTH PROGRAMS DEPARTMENT

1. The Youth Programs Department of the headquarters will act as a clearing house for:
 - a. preparation, publication, and distribution of materials;
 - b. evaluation of the program;
 - c. providing assistance in problem solving;
 - d. promotion and implementation of the “Top Ten Youth Camp and Exchange Program Chairpersons Award” annually.

I. COMPLIANCE

It is the responsibility of the sponsor and/or host Lions to verify or ensure that youth programs, including but not limited to Leo Clubs and Districts, Youth Exchange and International Youth Camps, shall be operated in compliance with governing laws and with appropriate insurance coverage in effect.