

NEW LIONS CLUB FORMATION

AGENDA

Call to Order and Welcome

Introduction of Guests/ Visitors

Oral Roll Call

Outline of Evening

Invocation and Toast to Australia

Overview of Lions International and why we need this club.

DINNER BREAK

Lions Code of Ethics to be read

Lions Clubs International Purposes (Objects) to be read

THE NEW CLUB FORMATION

Motions to be put forward, moved, seconded and agreed to by all:

1. That this Lions Club will be formed.
2. That the name of the Lions club be _____
3. That the club abide by the Ethics and Objects of the International Association of Lions Clubs.
4. That two bank accounts be opened - one for Activities (money raised by the public) and one for Administration (for administering the club) and that two signatories be required on each cheque, one being the Treasurer.
5. That the annual club dues be set at \$_____ and that the joining fee be set at \$ _____
6. That the club become incorporated under the Associations Incorporation Act 1984
7. That, following incorporation, the club make application to the Office of Charities, Department of Gaming and Racing for an Authority to Fundraise for Charitable Purposes.
7. That the regular club Dinner Meetings be held on _____
8. That the Sponsor of the new Club be _____

SHORT EXPLANATION OF DUTIES OF EXECUTIVE OFFICERS

President:	CEO of the club but all decisions must be brought to the Board and ratified by the club members. Presides at all Board Meetings & ex-officio of all committee meetings. Appoints committees and works with these committees to achieve the goals of the club.
Secretary:	Maintains the records of the club e.g. minutes of board Meetings, membership information, attendance records. Handles incoming and outgoing correspondence. Submits monthly membership report to Lions Clubs International (LCI)
Treasurer:	Looks after the finances of the club - banking of all Monies received, issuing receipts, paying annual dues, Submitting financial reports for the club's board meetings
Membership Director:	Works with a committee to ensure that there is a growth in membership and good retention of existing members. Makes contact with members who miss meetings. Make sure that new members are given proper Orientation.

ELECTION OF EXECUTIVE OFFICERS

President	Moved _____ / Seconded _____.
Secretary	Moved _____ / Seconded _____.
Treasurer	Moved _____ / Seconded _____.
Membership Director	Moved _____ / Seconded _____.

INDUCTION OF NEW CHARTER MEMBERS

Charter Badges pinned on.

Pledge of Membership.

Congratulations to new members.

Address by Charter President Elect

Close of Meeting

MINUTES OF THE FORMAL FORMATION

Minutes of the formation meeting of the Lions Club of _____

held at _____ on _____

Present : _____

The following Motions were considered by those present:

1. That this Lions Club will be formed.

Moved: _____ Seconded: _____ **CARRIED**

2. That the name of the Lions club be _____

Moved: _____ Seconded: _____ **CARRIED**

3. That the club abide by the Ethics and Objects of the International Association of Lions Clubs.

Moved: _____ Seconded: _____ **CARRIED**

4. That two bank accounts be opened - one for Activities (money raised by the public) and one for Administration (for administering the club) and that two signatories be required on each cheque, one being the Treasurer.

Moved: _____ Seconded: _____ **CARRIED**

5. That the annual club dues be set at \$ _____ and that the joining fee be set at \$ _____

Moved: _____ Seconded: _____ **CARRIED**

6. That the club become incorporated under the Associations Incorporation Act 1984

Moved: _____ Seconded: _____ **CARRIED**

7. That, following incorporation, the club make application to the Office of Charities, Department of Gaming and Racing for an Authority to Fundraise for Charitable Purposes.

Moved: _____ Seconded: _____ **CARRIED**

7. That the regular club Dinner Meetings be held on _____

Moved: _____ Seconded: _____ **CARRIED**

8. That the Sponsor of the new Club be _____

Moved: _____ Seconded: _____ **CARRIED**

There being no further business the meeting was closed.