

PROTOCOL MANUAL



Norwich Lions Club, Norwich, Vermont

Approved: 2021-11-28

FOREWORD:

Protocol—among nations and among people—is a formalized expression of good manners. The courtesy we show each other in our everyday lives affects our attitudes, our work and, in turn, how we view ourselves as human beings.

Protocol is a code of diplomatic etiquette and precedence. It implies respect for position. It also implies using diplomacy and tact in your relations with others. It is all these things included in a single word.

INVITATIONS TO LIONS AFFAIRS

An invitation to a current or past International, Multiple District, District or Cabinet Officer, or others, should state the following:

1. Time, date and place
2. Whether a Partner in Service is invited
3. Whether the guest will be seated at the head table
4. Whether the guest has a part in the program
5. Type of dress to be worn
6. If cocktail party is being held prior to the affair and guest is to be invited, advise as to time and place.

The invitation should read, "You are invited to attend as our Guest", and the guest is not expected to pay for the event.

INSTALLATION OF OFFICERS

The installation of officers is one of the most significant events of the year and sets the tone for how important those officers are in furthering the club's contribution to the cause of Lionism.

The installation of officers should occur near the end of the fiscal year, close to when they will assume their new duties.

To emphasize the gravity of the change of leadership, seek to get the best installing officer available. It should be someone who knows Lionism and is able to inspire the new officers and membership to understand the scope of their new duties. Possibilities include: the District Governor, Vice District Governors, Zone Chairperson, Region Chairperson, or a Past District Governor. Take the following steps:

- Provide the installing officer with a readable list of the new.
- Prepare the meeting space for installation to lend dignity to the installation.
- Take pictures of the event and forward, along with a press release, to the local community.

INDUCTION OF NEW MEMBERS

The Induction Ceremony should be a memorable occasion on which the new member is given membership in Lions International and welcomed into the fellowship of our club.

Several preliminary steps should have been taken prior to the ceremony:

- The new member has been proposed by a member-sponsor, recommended by the Membership Committee and approved by the club's Board of Directors.
- He or she has attended an indoctrination meeting and is now ready to receive the privileges and assume the obligations of Lion membership.

This is an important moment for the new member and for our club. The candidate has accepted membership, at our invitation, because the candidate has respect for our group as fellow citizens, coworkers and community leaders. The new member has looked at Lionism, compared it with other service clubs, and made a decision that is complimentary to our club. The Induction Ceremony should be conducted with gravity and seriousness to honor the new member's commitment to Lionism.

Conduct the induction of a new member before the full membership of the club at a regular meeting or special Lions' affair. Emphasize the importance of the Induction Ceremony to the members and request a strong turnout to honor the new member.

Choose an inducting officer of stature. Possibilities include: the District Governor, Vice District Governors, Zone Chairperson, Region Chairperson, or a Past District Governor. Attend to the following:

- Seat the sponsoring members their candidates.
- Have a readable list of the candidates and sponsors prepared and necessary paraphernalia available for the inducting officer.
- Follow the process in **Appendix: New Member Induction Ceremony**.

DEATH OF A LIONS CLUB MEMBER

The following protocol requires family approval.

PROCEDURE TO FOLLOW IN DEATH OF A LIONS CLUB MEMBER

To ensure that proper respect is paid and proper protocol is followed in the case of the death of a Lions club member, each Lions club should adopt and implement the following procedures:

1. All Club members should be made aware of the fact that the death of a club member should be reported to the Club President or Secretary immediately.
2. The Club President and Secretary shall formulate plans for Visiting Hour and Funeral participation and notify the club members in one of the following manners:
 - a) Have the telephone calling committee notify each member of the club.
 - b) In the event that there is no calling committee, the President, Secretary and other Club officers should be enlisted to contact each member by telephone.
3. In the event that the deceased Lion is a past or present Cabinet member, District or International Officer or otherwise prominent Lion in the District, the Club President shall notify the District Governor immediately so that he or she may disseminate this information as soon as possible.

VISITING HOURS

With family approval, Club members shall be expected to assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.

Club members should assemble to file into the Funeral Home with Club Officers, cabinet officers and other Lion dignitaries at the front of the line.

The Club President or someone so designated should precede the group and speak to the family members. This same person should stand next to the family and introduce the Lions as they file by to pay their respects.

SERVICES FOR THE DECEASED

With family approval, Lion members may assemble at least thirty minutes prior to the services and may line up on both sides of the entrance way, if enough Lions are present to form an Honor Guard, when the funeral procession arrives.

The President, Secretary or someone designated by the President, should contact the Funeral Director in advance to advise him or her of the Lion's plans and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.

If the services are not at the Funeral Home and there are Lions who will be going to the Cemetery, these Lions should be at the head of the procession so that they can also form a Guard of Honor at the grave.

OTHER CLUB RESPONSIBILITIES

Each club should consider the appointment of a Standing Committee or designated officer or club member to ensure that the foregoing is followed and that the following be considered and implemented:

1. Review adopted procedures at a regular club meeting so that all members are made aware of what is expected of them.
2. Contact a local florist to design a floral piece that is representative of Lionism and with the budget prescribed by the Club Treasury, so that upon the death of a member, the problem of flowers can be handled expeditiously.
3. Have a club member visit the home of the deceased Lion to offer any assistance the club can provide.
4. Ascertain if the family wishes to have Lions serve as pallbearers.
5. Provide transportation for out-of-town family members, if needed.
6. Assist the family in any other areas, if needed.
7. A moment of silence and words of remembrance of the deceased Lion member should be included in the opening prayer of the next club meeting.
8. A formal resolution expressing the sympathy of the Club should be adopted at the next club meeting; a copy of which should be forwarded to the family of the deceased Lion.
It should be the personal responsibility of all Club members to attend the visiting hours and the funeral. If this is not possible, the Lion should attend one or the other or send a note of sympathy to the family.

INVOCATIONS AND BENEDICTIONS

It must be remembered that sectarian religion has no place in the Lions Club, but rather that our Club membership embraces those of many belief systems.

This should be borne in mind when giving invocations and benedictions, particularly when the invocation or benediction is given by lay members.

We expect members of the clergy to give invocations and prayers appropriate to their faith, and we should not criticize them for this.

However, when invocations or benedictions are given by laymen, it is a mark of consideration that a simple "Amen" be used to conclude a prayer.

Appendix: New Member Induction Ceremony¹

The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is also a key element in the lifelong retention of a member. A thoughtful induction, followed by a thorough orientation and meaningful involvement in the club's activities will keep a new member interested and engaged in the club.

As with any thoughtful action, induction ceremonies require proper preparation in order to be meaningful for the most important person attending - the member being inducted.

Follow these steps to be sure that you are prepared to induct our new member:

- 1) Ensure that the New Member Kit is current. You can get these kits from our District Governor as well as from Club Supplies. Kits do change from year to year, so please have the current kit ready for our new member.
- 2) Prepare the certificates in the kit. There are two certificates in the kit. One for the new member and one for the sponsor. Ensure that the certificates are neatly filled out, names correctly spelled, and duly signed.
- 3) Separate the Sponsor materials from the New Member materials. In the new member kit, the sponsor receives a certificate as well as a special sponsor pin. Be sure that these items are not in the kit at the end of the ceremony when the new member is presented with the kit.
- 4) Ensure that the new member has completed the New Member Questionnaire. This questionnaire can be found in the "[Just Ask! New Member Recruiting Guide for Clubs](#)". This questionnaire will allow you to capture some information about our new member.
- 5) Prepare the wording of the ceremony. While this guide has suggested wording, use the information you have about our new member to modify the wording where appropriate to illustrate how the new member is a good fit in our club, and how our club is a good fit for what they want to do.

While it is customary for the club president to induct new members, it is certainly appropriate to have a former international or district officer, the Membership Committee chairperson or a well-respected senior Lion conduct the ceremony.

Induction Ceremonies will vary depending on local customs or activities of the club and district. Also, it is acceptable and encouraged to adapt the New Member Induction Ceremony to the affiliate membership category. When planning the ceremony, it is important to keep in mind that it should be dignified and meaningful for the participants.

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

¹ Adapted from: <https://temp.lionsclubs.org/EN/pdfs/me22.pdf>.

Suggested Ceremony Order

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

Suggested Presentation Wording

Following is suggested wording for the different facets of the Induction Ceremony as described in the Suggested Ceremony Order above. Feel free to change the wording as necessary to reflect local customs, add further information, reflect the presenter's communication style and most importantly, to personalize it to the new member or members you are inducting, so it is meaningful to them.

1) Call to Order

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

2) Welcome

Ladies and gentlemen, on behalf of the officers and members of the Norwich Lions Club, I want to express our sincere pleasure at your presence at this meeting. You have been invited to become members and we are all extremely proud that you have accepted membership in our club and Lions Clubs International. Membership in a Lions club is a privilege. You have joined the world's largest and most active service club organization; a group of over 1.4 million men and women in over 48,000 clubs in over 200 countries and geographical areas around the globe, who are dedicated to making a difference. Through your membership, you will help our club reach out to people in need in our community, and throughout the world.

3) Lions Clubs International History

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

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

Since that humble beginning, Lions club members have volunteered their time and talents to meet needs wherever they exist. Lions are especially dedicated to serving the blind and visually impaired, a commitment made after Helen Keller challenged our members to become her "knights of the blind in the crusade against darkness" during the 1925 convention in Cedar Point, Ohio, USA. Our motto, "We Serve" perfectly exemplifies the dedication to helping those in need felt by Lions worldwide. Your membership in the Norwich Lions Club will help us carry on this tradition of service for many years to come.

4) Local Club History

Our own club was founded on June 4, 1954. For almost 70 years we have been tirelessly serving those in need in Norwich and Hartford. With projects that include grants to Upper Valley non-profits, assisting youth organizations, and performing vision assessments in schools the Norwich Lions Club is committed to bringing the unparalleled services of Lions Clubs International to our community. The club has raised funds in support of its activities through the annual Norwich Fair, a silent auction, a Meadow Muffins Contest, a memory tree, and raffles.

You will find that membership in our Lions club will offer many opportunities for personal growth. Not only can you experience the incomparable feeling you receive from volunteering, but you will also have the chance to hone leadership, communication and organizational skills. You can develop friendships that last a lifetime, meet other Lions from all corners of the world and contribute ideas that will help our club be an even more valuable part of our community. In your entry interview, you expressed an interest in ...² We look forward to the comradery that we will share in such activities!

Your membership in the Norwich Lions Club will allow us to reach more people in need, in both our local and world communities. The officers and members of this club are thrilled that you have chosen to help us continue the legacy of Lions Clubs International by improving the lives of the less fortunate and making our community an even better place to live.

5) Choose One of the Following Suggested Pledges

Pledge 1

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

² This is based on one of the questions on the New Member Questionnaire in the Just Ask! guide.

I do hereby accept membership in the Norwich Lions Club knowing that such membership encourages me to participate in functions of the club. To the best of my ability, I will abide by the Lions Code of Ethics, and contribute my share to the programs of my club, district and Lions Clubs International.

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

Pledge 2

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

Do you hereby accept membership in the Norwich Lions Club knowing that you are encouraged to participate in functions of the club?

- I do

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

- I will

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

Pledge 3

“I, _____ in the presence of the members of the Norwich Lions Club, take this solemn obligation to abide by the constitution and By Laws of the club and that of Lions Clubs International, to attend meetings whenever possible, to support and further the interests of the club in all its undertakings, and to contribute my fair share towards the financial support of the club.

I further declare that I will assist in maintaining, building, and strengthening the membership of the club. Furthermore, I will help the club by actively serving on committees and in other capacities where my efforts are needed, and that, I will practice the principles of the Code of Ethics and the Purposes of Lions Clubs International.

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

- Congratulations!”

6) Pin Presentation

(Sponsor presents pin and member certificate to new member.)

“Now, I would like to ask the sponsor, Lion _____ to respond to my words with a simple ‘I will.’

Will you fulfill the following obligations?

- Be a sponsoring ‘mentor’ for your new lion;

- Make your new member feel welcome;
- Introduce your new member to all club members;
- Provide your new member with information about the club, its officers and constitution;
- Arrange for orientation sessions for the new member;
- Be ready and willing to answer any questions that might arise;
- Encourage the new member to discuss with you any problems and offer possible solutions;
- Assist the new member in developing into an outstanding Lion?"

Reply: **I will**

(Club president or presiding Lion presents the sponsor with the sponsor pin and certificate)

7) Closing Statement

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

Let me congratulate you and welcome you to the greatest of all service club organization... The International Association of Lions Clubs.

On behalf of the club, I now present you with your official Certificate of Membership and a New Member Kit, which will help you get off to a good start in becoming a lifelong Lion.

We are all extremely proud and happy to have you as a member of the Norwich Lions Club.”