



Leo Club Officer

Installation and New Member Initiation

After organizing a new Leo club, the sponsoring Lions club acquires certain responsibilities. The most obvious of these is to arrange a well-organized meeting for the presentation of the Leo Certificate of Organization. This meeting should be a memorable meeting for all concerned and can be held in person or virtually.

Consider inviting the local civic or school officials. You can also make a joint meeting with members of the Lions club. The evening will vary according to local customs and conditions.

The following list is a guideline only. Clubs can delete or add items as necessary.

- Meeting called to order
- Suitable opening (may include a song)
- Salute to the flag
- Invocation
- Introduction of people
- Brief description of Leo club (given by Leo club advisor or Lions club president)
- Induction of new members, installation of Leo club officers
- Presentation of Leo Certificate of Organization
- Presentation of gift (the Lions club may present a gift to the Leo club. The Lions Shop includes items such as a gong, gavel, banner, flag, etc.).
- Program or entertainment
- Adjournment

In a meeting such as this, the small, often overlooked details can add much to the final success of the function. Consider the following for in-person events:

- A printed program - Include the agenda as well as the names of each officer and member of the Leo club. This provides a fine souvenir.
- Greeting committee - To greet members and guests as they arrive. Greeters also assure that each guest is properly seated.
- Dinner
- Decorations - Welcome signs and/or flowers on the speakers' table.
- Public address system - If the meeting is in a large room, make sure that all guests will be able to hear the speakers.



Ceremony for Installation of Leo Club Officers

The Leo club advisor or a Lions club officer presides over this ceremony.

Installing officer: "It is my privilege to be here to install the officers of the Leo Club of

"Having received the trust of the club membership, I am sure that they will carry out faithfully their duties with respect to their community and their fellow members.

"To that purpose, I would like to call each to the podium to repeat the duties that each has freely accepted upon his/her nomination as a Leo club officer."

Installing membership chairperson: "Leo _____, you have been elected to serve your club as membership chairperson, and as such you will lead the membership strategy and set recruitment goals for your club along with the club president and advisor. You shall coordinate and host new member drives, as well as work with your club secretary and president to ensure new members are reported in the online system. You will support new members in their first year, including ensuring new members feel connected to the club and being a supportive contact.

"Will you, as membership chairperson, perform your duties to the best of your ability?"

Membership chairperson: "I will."

Installing treasurer: "Leo _____, you have been elected to serve your club as treasurer, and as such you will receive all monies and deposit the same in a bank recommended by the board of directors. You will pay out money on their authority and will prepare and submit monthly financial reports to them. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors, and the Leo advisor.

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

Treasurer: "I will."

Installing secretary: "Leo _____, you have been elected to serve your club as secretary. You will be under the supervision and direction of the president and the board of directors. You shall keep the general club records, including the board of directors' meeting minutes, officers' lists, committee appointments, attendance records, and up-to-date membership lists. You will be responsible for reporting and updating membership records of Leo club members through the online reporting system and submitting service activities reports through the online reporting system to the international office. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors and the Leo advisor.

"Will you, as secretary, perform these duties to the best of your ability?"

Secretary: "I will."

Installing vice president: "Leo _____, you have been elected to serve your club as vice president. You shall occupy the position of the president if, for any reason, the president is unable to perform his/her duties. In this event, you shall have the same authority as the president and shall fulfill his/her role accordingly. You will also help the president in supporting leadership development and fostering unity among the Leo club members, with the sponsoring Lions club, and with the Leo club advisor. Finally, you will support and aid the president in his/her initiatives and service projects.

"Will you, as vice president, perform your duties to the best of your ability?"

Vice President: "I will."

Installing Leo club president: "Leo _____, you have been elected to the office of president of your club. You are the club's chief executive officer. You will do all in your power to foster unity among club members. You will also work with the sponsoring Lions club and the Leo club advisor. You will preside at all meetings and shall be chairperson of the board of directors. You will work with the Leo club secretary and Leo club advisor to ensure that all member records and service activities are reported and up to date. You will see that the committees function properly, call for regular committee reports, and oversee regular elections. You will also work to determine service needs in your community and motivate your club's members to respond to them generously.

"Will you, as president, perform these duties to the best of your ability?"

President: "I will."

Installing Leo club directors: (The installing officer addresses the entire group of directors.) "You have been elected to the important position of director. You will form part of the executive board of the Leo club. You will faithfully attend the regular and special meetings of your club. You will do your best to form and carry out its policies. As a member of the board of directors, you will be vigilant in authorizing all payments and refrain from creating indebtedness beyond the income of the club, nor will you disburse funds for purposes non-essential to the objective of the club.

"Will you perform these duties to the best of your ability?"

Leo club directors: "I will."

Initiation Ceremony for New Members

The Leo club president, the Leo club advisor, or a specific Lions club officer performs the ceremony for the initiation of new members.

The presiding officer calls the meeting to order with these words:

"We are about to begin the initiation ceremony which will welcome new members to the Leo Club of _____. This is a most important occasion for these members and for our club, and I sincerely request the attention and silence of the membership during the ceremony. Please withhold any applause or demonstrations until it is complete. I will now call the names of the new members and as I do, I request that they rise and come forward."

The presiding officer calls the names of the new members. When all the candidates are standing, the officer says:

"On behalf of the officers and members, I welcome you to the Leo Club of _____. You have been invited to become members, and we are all happy and proud of your decision to accept."

"Membership in a Leo club is a privilege. You are about to enter a program that extends throughout the world. It began in 1967 as an official activity of Lions International. Leo goals include high moral standards, personal responsibility, an attitude of cheerfulness and understanding, and in addition, extending a helping hand to those in need."

"Now, in your own community and with your own acquaintances, an entire series of challenges await. You are not alone in your efforts. At all times, you can count on the encouragement and cooperation of your fellow Leo club members, officers, and the Leo club advisor. They will be happy to help you achieve the high goals which you have adopted."

"Once again, I express my congratulations to you for having joined this club. I now ask that you repeat after me the obligation of membership: 'I...(each one should state his/her name)...in the presence of the members of the Leo club...take on this solemn obligation...to abide by the constitution and bylaws of the club...to attend all meetings regularly...to support and further the interests of the club...in all its undertakings...and to contribute my fair share...towards the financial support of the club...I further declare that I will assist in maintaining...building...and strengthening the membership of the club...that I will help the club...by actively serving on committees and in other capacities...where my efforts are needed...And finally...that I will develop in myself...those qualities...of cheerfulness, service, and loyalty...which should characterize a Leo club member...at all times.' You are now members of the Leo Club of _____."

(If in person, the presiding officer now pins a lapel button on each new Leo club member and presents a membership card and membership certificate.)

After induction:

- Assign the new member to serve as greeter at the next few club meetings. This will give the newcomer an opportunity to meet every member.
- Integrate the new member into an existing committee.
- Invite the new member to an informal social gathering with the officers of the club.
- The membership chairperson should ensure that the new member receives proper orientation to the Leo Club Program and a New Member Kit with lapel pin. The membership chairperson should be willing to answer all questions and should offer to accompany the new member to the first few meetings.

Whenever a Leo moves to another location, officers should encourage that member to join the local Leo club. If a Leo club does not exist, the officer should encourage the member to speak to a local Lions club about sponsoring a Leo club.

The future of every Leo club depends on current Leo officers and members. When the Leos work together, recruiting and motivating new members provides club growth. Assuring the continued existence of a club is a valuable service that Leos can perform for their community.



Contact us.

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