



## Club Name Change Request Form

A Lions club may change its name by submitting the following information to the English Language Department, Lions Clubs International, 300 W. 22<sup>nd</sup> Street, Oak Brook, Illinois 60523-8842, USA. Please provide the following information, check appropriate boxes and submit all required documents to the English Language Department. Please allow 4-6 weeks from the date of name change for the new charter to be shipped.

Club name \_\_\_\_\_

Club number (6 digits) \_\_\_\_\_ District: \_\_\_\_\_

Club name to be changed to \_\_\_\_\_

### REQUIRED DOCUMENTATION:

1. Attach a letter of authorization adopted by the current club board of directors recommending this proposed name change.
2. Attach a letter signed by your current district governor approving the proposed name change.
3. Attach a letter of club name change consent from each nearby club that abuts the Lions club requesting the change.

**Note: The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.**

Would you like to order a new charter at the cost of US\$25? (No shipping is charged)  
Your club will be billed for the new charter. ☐ YES ☐ NO

*I have completed the above requirements and request the proposed name change:*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President's Signature

## **CLUB NAME CHANGE REQUIREMENTS**

1. For a Lions club to change its name, the following information must be submitted to the English Language Department at Lions Clubs International:
  - a. Name Change Request Form
  - b. A letter of authorization adopted by the current club board of directors recommending this proposed name change.
  - c. A letter signed by your current district governor approving the proposed name change.
  - d. A letter of consent from each nearby club that shares one or more of your club's borders indicating that their club has approved the proposed name change. A current officer of the club must sign the letter.
2. The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.
  - a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
  - b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name, which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association. Gender names cannot be used.
  - c. The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
  - d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
  - e. No Lions club may add "International" as a distinguishing designation to its name.
  - f. The term "Leo" may be added as a distinguishing designation of the name of a Lions club.