Procedure for Lions Club Cancellation or Disbanding its Club

ClubStatus

From: clubstatus@lionsclubs.org
To: Juanita Reynard
Wed, Feb 19 at 11:14 AM

Dear Lion Juanita,

Attached are the requested club cancellation procedures for disbanding a Lions Club. Please let us know if there are any questions.

We do try to encourage clubs and district to work to rebuild the clubs as an alternative to cancellation. Some rebuild information is provided below, but please let us know if you would like additional information. I have also attached the club rebuild application for consideration.

The Club Rebuild program is a two-year program that does not change the status of the club or how it operates. The District Governor, and team, would have more opportunities to review the challenges facing the club and provide up to two (2) experienced guiding Lions to help overcome these obstacles and to help find ways to rebuild the club so that it can be successful far into the future. The type of assistance provided could include mentoring the club on how to recruit new members, training officers, and developing meaningful community service projects.

Kind Regards,

Kelley Schearf

Program Development Specialist //District & Club Administration Division
Lions International
+1.630.468.7084 // direct & fax

The following steps are for *both* the club and the district governor to ensure the proper closing of a Lions Club:

1. When a club is choosing to disband, it is important that the club members meet and vote to do so, and then record the result of the vote in the club's minutes. A majority of members on the roster voting in favor of disbanding is required for cancellation. Included in the minutes should be the month of club cancellation and any remaining assets belonging to the club (ex. Licenses, buildings, etc.) Please email the minutes to us at clubstatus@lionsclubs.org
2. Prior to submitting the minutes, the district and club should assist any members who want to transfer. The secretary of the club which is disbanding should report the members as "dropped transfer" and the club accepting the transfer members should report them as "transfers." If unable to complete the transfer, the clubs may request assistance by emailing clubstatus@lionsclubs.org. Lions International will place the club into Status Quo when the minutes and governor's acknowledgement are received at which point no changes can be made to the club's roster. Once documents are reviewed and approved the club will be

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scheduled to cancel on the next available board approved club cancellation date, which is typically the 29th of each month.

3. Please contact the Membership Billing Department at 630-203-3820 or by email membershipbilling@lionsclubs.org. Any outstanding accounts should be paid first, including district, multiple district and international dues. Any remaining administrative funds may be donated at the club's discretion, while community funds must be returned to the community.
4. The district governor provides their acknowledgment in writing stating they are aware the cancellation of this club. The governor's acknowledgement may be sent to us at clubstatus@lionsclubs.org.

** Please allow time at year end for Lions International review and approval of documentation for club cancellation. The monthly cancellation process begins approximately 5 business days prior to the 29th of every month. Once it has begun, clubs will likely not be included that month for cancellation. Minutes and District

Governor acknowledgement should be submitted prior to the five days to ensure the club cancels before beginning of next Lion year (and next billing period). This practice should also be followed in December (prior to January billing). Due to holidays, however, please submit documents seven business days prior to December 29th.

The following steps may be completed during the time of disbanding the Lions club.

1. Determine where the club's historical information, gong and gavel should be kept after consultation with the club members. Sometimes these items are returned to the sponsoring Lions club and sometimes they are given to a historical society collection or elsewhere.
2. If the club charter is still within the club's possession, please collect and return it to:

Lions International
c/o English Language Department
300 W. 22nd Street
Oak Brook, IL 60523-8842

Items 1 thru 4 should be completed as soon as possible and the documentation needed should be emailed to LCI at clubstatus@lionsclubs.org.

On Fri, Jun 6, 2025 at 8:31,
Gary Glockhoff <g.glockhoff@gmail.com> wrote:

This closes the club with International, but not with the IRS. They still need to let IRS know when they fill out the 990 form that they are dissolved. When filling out your 990 form, turn to the last section stating, "If you don't think you have to file a June 30, 2025 Form 990 or Form 990-EZ", fill this out and explain that the club has dissolved and that all charitable moneys have been disbursed.

Application for Club Rebuilding

District: _____

Club Name: _____ Club Number: _____

Guiding Lion Name:_____Title:_____ Member Number:_____

Guiding Lion Name:_____Title:_____ Member Number:_____

What are the goals to achieve while club is in rebuilding?_____

_____

_____

_____

How does the Guiding Lion plan to help the club achieve the goals?_____

_____

_____

_____

APPROVALS

The following support the plan and the assigned Guiding Lion

Club President Signature:_____ Member Number:_____

District Governor Signature:_____ Member Number:_____

First Vice District Governor Signature: _____ Member Number:_____

Return this form to:

District & Club Administration
Lions Clubs International
300 West 22nd Street
Oak Brook, IL USA 60523-8842
Email: clubstatus@lionsclubs.org