

## CHAPTER X EXTENSION

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### A. NEW CLUB CRITERIA

#### 1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly, which has been duly organized and has elected officers. Such application shall be submitted to the International Office of the association, as the International Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs. Effective January 1, 2018, all charter applications shall be submitted through MyLCI.

#### 2. Documentation

No proposed club shall be issued a charter, entered upon the record of Lions Clubs International or be officially recognized until the day the following items are received at the International Headquarters in Oak Brook, Illinois, USA and approved by the international board or its designee:

- a. Completed official application for charter.
- b. The names of a minimum of twenty (20) charter members, 75% of whom reside or work within the multiple district, unless otherwise approved by the Membership Development Committee, and are new Lions, except in the case of friendly separation of a large existing club.
- c. Confirmation of full payments of charter fees - The charter fee shall be US\$35.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.
  - (1) No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.
  - (2) In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.
  - (3) A US\$100 processing fee shall be assessed for club charter applications not approved by LCI.

### 3. **Charter Members**

All members joining a Lions club within 90 days after the charter approval date will be considered charter members, provided that charter members are reported to LCI within the 90 day period and fees are paid promptly. Clubs with outstanding dues and fees will follow the existing suspension policy.

### 4. **Club Sponsor**

- a. Every new club must be sponsored by a club, zone, region, district cabinet, or a district committee as provided by the multiple district constitution and by-laws. The new club sponsor shall be provided for from within the boundaries of the district in which the club is located. The new club sponsor shall be thoroughly indoctrinated in its responsibilities. A sponsoring club may be assisted by up to two co-sponsoring clubs, as authorized by the district governor of the club location. The co-sponsoring club may come from another district. In club extension in new countries, the coordinating Lion shall assist.
- b. The first club in a new geographical area shall be sponsored by a Lions club and/or its district. Each additional club may be sponsored by Lions clubs from the initial sponsoring district, as well as by Lions clubs from another district with the stipulation that said sponsoring clubs acknowledge their full responsibility for sponsorship, including assignment of qualified Guiding Lions, until the undistricted area is formed into a provisional district. Under special circumstances, as determined by the board of directors or the members of the Executive Committee, the sponsoring club may be designated from an undistricted territory.

The criteria for the approval of a new club under these special circumstances shall be any of:

- (1) When no other existing districted Lions club is in close geographical proximity to the proposed club.
  - (2) When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.
  - (3) When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.
  - (4) When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.
- c. An embroidered Lions emblem surrounded by the words “New Club Sponsor,” which may be mounted on the official club banner, will be presented to the sponsoring club.

### 5. **Club Name**

- 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 unless authorized by vote of the Membership Development Committee.
- 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.
- 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 to the name of a Lions club.
- g. When including a company name in naming of a Lions club, a letter or document demonstrating that the company has authorized the use of its corporate name in connection with the naming of the club must be provided (for example, a letter from a corporate representative on company letterhead) prior to approving the name of a club that includes a company name.

## 6. Club Boundaries

The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and by-laws, where the club is located.

## 7. Charter Approval Date

The date the charter application is approved will be the charter approval date. This date will appear on the club charter and on the official association records.

## 8. Charter

- a. The president and the secretary of Lions Clubs International shall sign all charters for new clubs. The sponsoring club or district cabinet's or district committee's name will also be shown.
- b. Charters for new clubs shall be sent directly to the district governor or coordinating Lion. An approved charter for an undistricted club shall be sent to the president of the new club.

## 9. Dues

Charter member dues begin the first of the month following the date upon which the member's name was reported to the sponsoring club, coordinating Lion and Lions Clubs International. The new Lions club will be billed for dues shortly after its charter is closed.

## 10. Charter Application Deadline

Complete charter applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20<sup>th</sup> will be processed for the current fiscal year.

## 11. Ensuring Viable New Clubs

- a. A district that charters ten or more new clubs in a fiscal year will require additional approval through either the first vice district governor, second vice district governor, or the Global Action Team GMT Area Leader/Special Area Advisor. Payment of one-half the annual international dues shall be required prior to the approval of the charter.
- b. A district is allowed to charter only three new campus clubs with a total of 100 student members in a fiscal year. Any additional campus clubs or student members will need the approval of the Membership Development Committee. For chartering purposes, a campus club is defined as having 5 or more student members.
- c. All districts where Lions Clubs International has identified a prior misapplication of the student membership program, and that have more than 5% of their total membership comprised of student members will be impacted as follows:
  - (1) All campus clubs in that district will be placed in status quo pending a review of the validity of student members, immediately after 45 days of the date of the communication informing them of this review.
  - (2) All traditional clubs in that district that have 25% or more student members will be placed in status quo pending a review of the validity of student members, immediately after 45 days of the date of the communication informing them of this review.

## **B. CLUB BRANCH**

1. Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch would meet as a subsidiary with a branch president, secretary and treasurer serving as elected officers. These three individuals, along with the branch liaison, make up the executive committee of the branch.
  - a. Club branches must follow the club name guidelines for new Lions clubs set forth in board policy.
  - b. The names of a minimum of five branch members are required to form a club branch.
  - c. The members of the branch would be encouraged to meet two or more times each month.
  - d. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
  - e. The branch members shall elect a president who shall serve on the parent clubs board of directors and would be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.
  - f. International, Multiple District and District dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club.
  - g. Branches must be located in the same district (single or sub-) as the parent club except in special circumstances, with permission from the International Board of Directors, Membership Development Committee.
  - h. In special circumstances, with permission from the International Board of Directors, Membership Development Committee, branches may be formed in communities/areas not currently served by a Lions club.
  - i. Community shall be defined as an interacting population of various individuals in a common location.

- j. The parent club must notify the district governor of the formation of the proposed branch.
- k. A branch may be dissolved by a majority vote of the entire membership of the parent club. The members of the branch would remain active members of the parent club. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.
- l. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

## 2. Protest of a Club Branch

- a. By an Established Club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
- b. By a District Governor: The district governor may request that the International Board of Directors review the development of a branch.

## C. CLUB PROTEST COMPLAINT PROCEDURE

It is the intent of Lions Clubs International to encourage the development of new Lions Clubs. However, it is recognized that in very limited instances circumstances may exist that may have adverse impact and/or limit formation of a new club. The following rules of procedure shall apply for hearing complaints concerning the proposed charter of a new Lions Club:

A complaint will not be considered if the club was formed through a Lions Clubs International extension initiative, new club development program or for reasons that do not comply with International Board policy as determined by the Membership & New Club Operations Department in consultation with the Legal division. The reasons may include, but are not limited to the following: 1. Territorial Disputes – no club may claim exclusive rights to a specific territory; 2. Name Restrictions – no club may protest the name of a new club, unless the name does not comply with current board policy; 3. Boundary Restriction – no club may restrict the territory of a new club; 4. Approval Restrictions – it is intended that existing clubs encourage and mentor new Lions club, but they are not required to approve a new club.

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the manager, Membership & New Club Operations, for distribution to the members of the Membership Development Committee and the International Board of Directors. The party/parties to the complaint process shall not

distribute documents directly to individual directors, or to parties other than those listed in this procedure.

## 1. **Complaint**

- a. May be filed only by an established club whose charter area is directly affected (i.e., the proposed boundaries are within the boundaries of the protesting club) or by the district governor of the district where the proposed club is to be chartered. A complaint may not be filed by an individual member.

### **By a Club:**

The written complaint must be approved at a general membership meeting of the club and must first be filed with the district governor and the council chairperson with a copy to the manager, Membership & New Club Operations, prior to the approval of the club's charter. If the district governor and/or the council chairperson cannot resolve the problem within ten (10) days from the date the complaint is received by the Membership & New Club Operations, the governor and/or the council chairperson shall send their recommended solution to the Membership & New Club Operations.

### **By a District Governor:**

If the district governor refuses to sign a proposed charter application, he or she may file a complaint pursuant to this procedure by filing a recommendation and reasons for not signing for approval in writing, which must be received at headquarters within thirty days (30) days from the date of the application submittal. The governor must comply with the present policy or forfeit the right of complaint.

- b. A complaint, signed by a club officer or district governor, stating the reasons for the protest and demonstrating why the proposed club will not be viable or will adversely affect a present club's existence must be received by mail, E-mail, fax, or other writing at the International Headquarters prior to the proposed new club's charter date.
- c. Must conform to the format in Section C below.
- d. Must be accompanied by US\$500.00 filing fee, or its equivalent in the respective national currency, which is refunded in the event the international board finds in favor of the complainant.
- e. Copy of the complaint must be forwarded by complainant at the same time and by the same method of communication to the council chairperson, district governor, manager, Membership & New Club Operations, and/or party/parties complained of. Upon receipt of any such complaint, the manager, Membership & New Club Operations, where feasible, may furnish by airmail a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the complaint to the party/parties by the complaining party shall be produced upon request.

## 2. **Response:**

Response to the complaint must originate from party/parties immediately involved only and shall conform to the format provided in Section C below and be received in its original form by mail, E-mail, or by courier service at the international office within at least thirty (30) days after receipt of complaint.

## 3. **Format Of Complaint And Response**

- a. The letter of complaint shall not exceed five (5) pages in length and shall be signed by a club officer or the district governor. No request to exceed these page limits will be granted. Exclusive of page limitations; a single cover page must contain from the top of the page: (a) the district number; (b) the name, address, e-mail address and fax number of the complaining party; (c) name, address, e-mail address and fax number of the proposed new club; and (d) proposed new club charter date.
- b. At the close of the document submitted, the original signature of an authorized representative of the club or the district governor shall appear.
- c. A complaint shall not be accepted for consideration if any document is not in compliance with these guidelines; it shall be returned indicating non-compliance. The document, however, shall be deemed timely filed provided that a proper document is substituted prior to the approval of the club under protest. The Membership Development Committee, may refuse to consider any resubmitted document not filed in accordance with these guidelines.

The Membership Development Committee shall not be required to consider any complaint or response to said complaint not received in accordance with the above stated procedures or requirements.

Documentation for denied charters will be returned to the listed president of the proposed new club. Charter applications may be resubmitted for approval at another time when circumstances may change.

When a decision is rendered by the Membership Development Committee to accept a charter or deny approval at that time, further protest will not be considered. The decision of the Membership Development Committee is final and binding.

All protest information must be received by the Membership Division and will be considered by the Membership Development Committee throughout the year.

It is important to note that any club that is received that does not have an official protest filed with Lions Clubs International may be granted a charter.



4. After July 1 of each fiscal year, pending charters dated before May 1 of the previous fiscal year will be sent to and must be reviewed by the current district governor. The district governor shall either request a check from LCI and then return the pending charter fees to the charter members of the pending club or elect to donate the pending charter fees to LCIF on behalf of the district.

After July 1 of each fiscal year, pending charters dated after May 1 of the previous fiscal year will be sent to the current district governor to either approve or disapprove. If the district governor approves the club, all requested information and/or fees must be received by the Membership Programs and New Clubs Marketing Department by August 31, at which time the club will be chartered. If the pending club does not move to newly chartered status by August 31, the district governor must request a check from LCI and then return the pending charter fees to the charter members of the pending club or donate the pending charter fees to LCIF and the club will be closed. The LCI staff, in consultation with the Global Action Team GMT Area Leader, will determine where the check is to be sent.

## **D. AWARDS**

### **1. International Extension Awards**

- a. The following extension awards may be earned by individual Lions. There will be 15 awards of the same design, divided into three levels as follows:
  - (1) For organizing one Lions club – Extension Award Level 1 (with a blue insert)
  - (2) For organizing two Lions clubs – Extension Award Level 2 (with a blue insert)
  - (3) For organizing three Lions club – Extension Award Level 3 (with a blue insert)
  - (4) For organizing four Lions clubs – Extension Award Level 4 (with a blue insert)
  - (5) For organizing five Lions clubs – Extension Award Level 5 (with a blue insert)
  - (6) For organizing ten Lions clubs – Extension Award Level 6 (with a purple insert)
  - (7) For organizing fifteen Lions clubs – Extension Award Level 7 (with a purple insert)
  - (8) For organizing twenty Lions clubs – Extension Award Level 8 (with a purple insert)
  - (9) For organizing twenty-five Lions clubs – Extension Award Level 9 (with a purple insert)
  - (10) For organizing thirty Lions clubs – Extension Award Level 10 (with a purple insert)
  - (11) For organizing forty Lions clubs – Extension Award Level 11 (with a gold insert)
  - (12) For organizing fifty Lions clubs – Extension Award Level 12 (with a gold insert)
  - (13) For organizing seventy-five Lions clubs – Extension Award Level 13 (with a gold insert)
  - (14) For organizing one hundred Lions clubs – Extension Award Level 14 (with a gold insert)

- (15) For organizing one hundred fifty Lions clubs – Extension Award Level 15 (with a gold insert)

Lions earning the award on or after July 1, 2013 shall receive the revised awards. They shall not be presented retroactively.

- b. No more than two extension awards shall be given for the organization of any club. Said awards will be presented to the two Lions making the greatest contribution toward the organization effort as determined by the district governor. Extension award recipients cannot be from the club being organized unless they are active transfer members or former members of Lions clubs or Lioness clubs. Selections shall be reported to the international office by the district governor. In districts without a district governor, the organizer(s) named on the application for Lions club charter will determine the recipients of the extension award.
- c. Extension awards shall be sent to the governor for presentation along with the club charter. Extension awards shall be presented after a club has been chartered for a year and a day. The extension award will be sent to the district governor for presentation to club organizer(s).
- d. A maximum time limit of six months after the charter approval date of a new club shall be allowed for the request of an extension award.
- e. Neither a district governor in office nor an employee of Lions Clubs International may receive an international extension award.
- f. A personal letter from the president of the association shall be sent to every Lion who organizes a new club.

## **2. District Governor Extension Award**

- a. Awards will be presented to governors according to the International President's Program. The District Governor award for new club formation will be issued to the Immediate Past District Governor after June 1 following their fiscal year. The award would indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.
- b. For recording purposes, completed new club applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20 will be credited to that current fiscal year's annual records, with corresponding extension awards also credited to the eligible club, district and international officers in office that year.

## E. NEW COUNTRY CRITERIA

1. The following criteria shall be satisfied before a proposed club in any new country or geographical area is submitted to the international board for charter approval.
  - a. The goals and purposes of Lions Clubs International can be accomplished under local government structures.
  - b. Residents and citizens of a new country/ geographical area are free to join and participate meaningfully in local Lions clubs.
  - c. Proposed Lions clubs and districts may operate under Lions Clubs International Constitution and By-Laws.
  - d. Clubs and districts may be adequately serviced in necessary administrative needs ~~administrative needs including electronic transmission of information and language support based on approved LCI languages.~~
  - e. Activities of proposed clubs can be adequately supported by local residents and citizens.
  - f. Banking and monetary conditions in a new country permit favorable transfer of association funds.
  - g. The rules governing the formation of a new club are fulfilled.
  - h. A recommendation for Coordinating Lion has been provided to the International Board of Directors for approval. ~~A coordinating Lion has been approved by the International Board of Directors.~~
  - i. A Guiding Lion shall be appointed prior to the formation of any club to insure that all prospective members are fully aware of the responsibilities of being a Lion. ~~This Guiding Lion shall work in conjunction with the Coordinating Lion to support the formation of the new club and monitor the progress for two years once the club has been chartered. This Guiding Lion shall submit a report prior to the formation of any club, and periodic reports after chartering of a new club, to monitor its progress.~~ This Guiding Lion shall work in conjunction with the Coordinating Lion to support the formation of the new club and monitor the progress for two years once the club has been chartered.
  - j. In addition to the Guiding Lion overseeing the formation of the new club, ~~the Coordinating Lion for the area a past international president or past international director from the area,~~ the Coordinating Lion should visit the club site and speak with all involved in the formation of this club. ~~The Coordinating Lion should submit a letter detailing the viability of formation of a new club, with the new country application that will be submitted to the Membership Division. The Coordinating Lion should follow up with the club after it is chartered and report back to the board on the club's progress. The past officer should then submit a letter regarding his/her findings. The past officer~~ The Coordinating Lion should submit a letter detailing the viability of formation of a new club, with the new country application that will be submitted to the Membership Division. The Coordinating Lion should follow up with the club after it is chartered and report back to the board on the club's progress.

~~should follow up with the club after it is chartered and report back to the board on the club's progress.~~

- k. Prior to the establishment of a new country, the sponsoring club of any proposed new club shall submit a letter to the Coordinating Lion explaining their plan for assisting the new club, and plans to give proper orientation. It is the responsibility of the sponsoring club to do so.
  - l. The proposed club itself shall write a letter outlining the commitment being made by the members of the proposed club, i.e., payment of dues, conduct fundraising activities, plans to conduct service projects in the proposed countries. This letter should be submitted to the Coordinating Lion to with the new country application that will be submitted to International Headquarters. ~~and plans to assist those less fortunate.~~
  - m. The sponsoring club shall collect all initial membership fees on behalf of the new club until the club has chartered and established financial transaction capabilities (i.e. bank accounts). Once the club has chartered and has the ability to receive and exchange fund through a financial institution, all financial responsibilities shall be handled by the members of the prospective club. ~~The sponsoring club shall not pay the dues of the club it has sponsored. From the moment a club submits an application for charter, all financial responsibilities shall be handled by the members of the prospective club.~~
2. The new country application and supporting documents shall be sent to the Membership Division at International Headquarters for approval by the Membership Development Committee, prior to the submission of a new club charter application. ~~Written evidence that the criteria has been met shall be sent to the Membership Development Division at International Headquarters.~~
  3. Prior to the final approval of the new club application, ~~At the time the new club charter is approved,~~ the international board shall determine whether or not the new country shall be part of a provisional zone, region or district or remain undistricted.

## F. CHINA AFFAIRS COORDINATING COMMITTEE

1. **Objective** – To promote the organization and chartering of new clubs and the long-term growth and development of membership in China. To ensure that all such activities are in accordance with the Association's Constitutions and By-Laws and Board Policy and with the proper approval of the government of the People's Republic of China.
2. **Requisite** – The committee should be familiar with the Association's Constitutions and By-Laws and Board Policy, the history of diplomatic relations with China, and the current membership and extension programs of the Association within China.

### 3. **Duties**

- a. Represent the International Board of Directors and Executive Committee as liaison to the government of the People's Republic of China.
  - b. Travel as necessary to meet with governmental officials of the People's Republic of China
  - c. Participate in discussions to ensure the continued, long-term stability of diplomatic relations among the Association, China, Multiple District 300 Taiwan, and other countries or geographical areas within the Orient and Southeast Asia constitutional area.
  - d. Remain informed about political, governmental, legal and social developments that may affect the committee's objectives.
  - e. Coordinate the growth and development of Lions clubs within China.
  - f. Seek opportunities for positive public relations to enhance the image, prestige and acceptability of Lions clubs and the Association within China.
  - g. Recommend strategic approach and future action necessary to achieve the committee's objectives.
  - h. Perform such other duties as requested by the International Board of Directors and Executive Committee.
4. **Meetings** – The committee meets as deemed necessary by the committee and as otherwise directed or approved by the International President, the Executive Committee or the International Board of Directors.
5. **Reporting** – The committee reports to the Executive Committee, and the activities of the committee shall be approved by the Executive Committee. The Executive Committee will refer any matter concerning the committee that requires Board approval to the International Board of Directors.

## **G. FIELD OPERATIONS MANAGERS**

### 1. **Salaries and Benefits**

- a. Full-time managers in the field operations shall be paid salaries which, under the employment, economic, social and salary conditions of the respective country or countries in which they serve (which conditions shall include but not be limited to currency equivalents, the type of service performed, comparative standard of living, and local employee benefits) shall afford them economic and salary status equivalent to that of department manager I and II positions in the international office.
- b. Accidental death and dismemberment insurance shall be obtained for our full and part-time managers in the field in the amount of \$100,000 each.

### 2. **Travel and Expenses**

The General Reimbursement Policy will apply with the following additions.

**a. Presentations of Claims**

(1) Full-time

Only those expenses incurred while away from home are to be charged to the association. Expenses are to be rendered on the official forms and sent to the headquarters office each week.

(2) Part-time

Those expenses incurred while away from home in accordance with the General Reimbursement Policy are to be charged to the association. Expenses, if any, are to be rendered on the official forms and sent to the headquarters office each month.

**b. Automobile Transportation**

(1) For United States General Reimbursement Policy will apply.

(2) An exception may be made on a case by case basis substantiated with supporting documentation and approved jointly by the administrative officers.

**c. Special Trips**

Allowance for cross-country travel or special trips, such as attending conventions, will be covered by special authorization.

**H. CONSTITUTIONAL AREAS**

**1. List of Constitutional Areas**

**I. United States of America, Its Affiliates, Bermuda & The Bahamas**

Anguilla  
Antigua and Barbuda  
Aruba  
Bahamas, Commonwealth of The  
Barbados  
Bermuda  
Bonaire  
British Virgin Islands  
Cayman Islands  
Curacao

Dominica, Commonwealth of  
Grenada  
Guyana, Co-operative Republic  
Jamaica  
Montserrat  
Puerto Rico, Commonwealth of  
Saint Christopher-Nevis  
Saint Lucia  
Saint Vincent and the Grenadines  
Sint Maarten (Netherlands, Antilles)  
Suriname, Republic of  
Trinidad & Tobago, Republic of  
United States of America  
United States Virgin Islands

**II. Canada**

Canada  
Saint Pierre and Miquelon, Territorial Collectivity of

**III. South America, Central America, Mexico & Islands of the Caribbean Sea**

Argentina Republic  
Belize  
Bolivia, Republic of  
Brazil, Federative Republic of  
Chile, Republic of  
Colombia, Republic of  
Costa Rica, Republic of  
Dominican Republic  
Ecuador, Republic of  
El Salvador, Republic of  
French Guiana  
Guadeloupe, Department of  
Guatemala, Republic of  
Haiti, Republic of  
Honduras, Republic of  
Martinique, Department of  
Nicaragua, Republic of  
Panama, Republic of  
Paraguay, Republic of  
Peru, Republic of  
Saint Barthelemy  
Saint Martin  
United Mexican States  
Uruguay, Eastern Republic of

Venezuela, Bolivarian Republic of

#### IV. Europe

Aland Islands

Albania, Republic of

Andorra, Principality of

Armenia, Republic of

Austria, Republic of

Azerbaijan, Republic of

Belgium, Kingdom of

Belarus, Republic of

Bosnia and Herzegovina

Bulgaria, Republic of

Channel Islands

Croatia, Republic of

Cyprus, Republic of

Czech Republic

Denmark, Kingdom of

England

Estonia, Republic of

Faroe Islands

Germany, Federal Republic of

Finland, Republic of

French Republic

Georgia, Republic of

Gibraltar

Greenland

Hellenic Republic (Greece)

Hungary

Iceland, Republic of

Ireland, Republic of

Isle of Man, Republic of

Israel, State of

Italy, Republic of

Kazakhstan, Republic of

Kosovo, Republic of

Kyrgyzstan, Republic of

Latvia, Republic of

Liechtenstein, Principality of

Lithuania, Republic of

Luxembourg, Grand Duchy of

Malta, Republic of

North Macedonia, Republic of ~~Macedonia, FYROM~~

Moldova, Republic of

Monaco, Principality of



Montenegro, Republic of  
Netherlands, Kingdom of the  
Northern Ireland  
Norway, Kingdom of  
Poland, Republic of  
Portugal, Republic of  
Romania  
Russian Federation  
San Marino, Republic of  
Scotland  
Serbia, Republic of  
Slovak Republic  
Slovenia, Republic of  
Spain, Kingdom of  
Sweden, Kingdom of  
Swiss Confederation  
Tajikistan, Republic of  
Turkey, Republic of  
Ukraine  
Wales

**V. The Orient and Southeast Asia**

Brunei Darussalam, State of  
Cambodia, Kingdom of  
China Beijing  
China Dalian  
China Guangdong  
China Hong Kong  
China Macao  
China Qingdao  
China Shaanxi  
China Shenyang  
China Shenzhen  
China Taiwan  
China Zhijiang  
CMNI (Saipan)  
Guam  
Japan  
Korea, Republic of  
Lao, People's Democratic Republic  
Malaysia, Federation of  
Micronesia, Federated States of  
Mongolia  
Republic of the Union of Myanmar  
Philippines, Republic of the

Marshall Islands, Republic of the  
Singapore, Republic of  
Thailand, Kingdom of

**VI. India, South Asia, ~~Africa~~ and the Middle East**

Afghanistan, Islamic Republic of  
~~Algeria, People's Democratic Republic of~~  
~~Angola, Republic of~~  
Bahrain, Kingdom of  
Bangladesh, People's Republic of  
~~Benin, Republic of~~  
Bhutan, Kingdom of  
~~Botswana, Republic of~~  
~~Burkina Faso, Democratic Republic of~~  
~~Burundi, Republic of~~  
~~Cameroon, Republic of~~  
~~Cape Verde, Republic of~~  
~~Central African Republic~~  
~~Chad, Republic of~~  
~~Comoros, Union of the~~  
~~Congo, Republic of the~~  
~~Congo, Democratic Republic of the~~  
~~Djibouti, Republic of~~  
~~Egypt, Arab Republic of~~  
~~Ethiopia, Federal Democratic Republic of~~  
~~Gabonese Republic~~  
~~Gambia, Republic of~~  
~~Ghana, Republic of~~  
~~Guinea, Republic of~~  
~~Guinea-Bissau, Republic of~~  
India, Republic of  
Iraq, Republic of  
~~Cote d'Ivoire, Republic of~~  
Jordan, Hashemite Kingdom of  
~~Kenya, Republic of~~  
Lebanon, Republic of  
~~Liberia, Republic of~~  
~~Madagascar, Republic of~~  
~~Malawi, Republic of~~  
Maldives, Republic of  
~~Mali, Republic of~~  
~~Mauritania, Islamic Republic of~~  
~~Mauritius, Republic of~~  
~~Mayotte~~  
~~Morocco, Kingdom of~~

~~Mozambique, Republic of~~  
~~Namibia, Republic of~~  
Nepal, Kingdom of  
~~Niger, Republic of~~  
~~Nigeria, Federal Republic of~~  
Pakistan, Islamic Republic of  
Palestine, State of  
~~Reunion, Department of~~  
~~Rwanda, Republic of~~  
~~Democratic Republic of São Tomé and Príncipe~~  
~~Senegal, Republic of~~  
~~Seychelles, Republic of~~  
~~Sierra Leone, Republic of~~  
~~Somalia~~  
~~South Africa, Republic of~~  
~~South Sudan~~  
Sri Lanka, Democratic Socialist Republic of  
~~Swaziland, Kingdom of~~  
~~Tanzania, United Republic of~~  
~~Togo, Republic of~~  
~~Tunisia, Republic of~~  
~~Uganda, Republic of~~  
United Arab Emirates  
~~Zambia, Republic of~~  
~~Zimbabwe, Republic of~~

**VII. Australia, New Zealand, Papua New Guinea, Indonesia & The Islands of the South Pacific Ocean**

American Samoa, Territory of  
Australia, Commonwealth of  
Fiji Islands, Republic of the  
Indonesia, Republic of  
New Caledonia and Dependencies, Territory of  
New Zealand  
Norfolk Island, Territory of  
Papua New Guinea  
Tahiti  
~~Timor Leste, Democratic Republic of~~  
Tonga, Kingdom of  
Vanuatu, Republic of  
Samoa, Independent State of

**VIII. Africa**

~~Algeria, People's Democratic Republic of~~

Angola, Republic of  
Benin, Republic of  
Botswana, Republic of  
Burkina Faso, Democratic Republic of  
Burundi, Republic of  
Cameroon, Republic of  
Cape Verde, Republic of  
Central African Republic  
Chad, Republic of  
Comoros, Union of the  
Congo, Republic of the  
Congo, Democratic Republic of the  
Djibouti, Republic of  
Egypt, Arab Republic of  
Ethiopia, Federal Democratic Republic of  
Gabonese Republic  
Gambia, Republic of  
Ghana, Republic of  
Guinea, Republic of  
Guinea-Bissau, Republic of  
Cote d'Ivoire, Republic of  
Kenya, Republic of  
Liberia, Republic of  
Madagascar, Republic of  
Malawi, Republic of  
Mali, Republic of  
Mauritania, Islamic Republic of  
Mauritius, Republic of  
Mayotte  
Morocco, Kingdom of  
Mozambique, Republic of  
Namibia, Republic of  
Niger, Republic of  
Nigeria, Federal Republic of  
Reunion, Department of  
Rwanda, Republic of  
São Tomé and Príncipe, Democratic Republic of  
Senegal, Republic of  
Seychelles, Republic of  
Sierra Leone, Republic of  
Somalia  
South Africa, Republic of  
South Sudan  
Swaziland, Kingdom of  
Tanzania, United Republic of  
Togo, Republic of

Tunisia, Republic of  
Uganda, Republic of  
Zambia, Republic of  
Zimbabwe, Republic of

## **2. Procedures for Assigning Individual Countries to Constitutional Areas**

- a. Assignment of a new or existing association country or territory to a constitutional area shall require approval of the board.
- b. A transfer cannot break up any existing multiple district, country or territory.
- c. The letter of petition for transfer must be accompanied by the reason(s) for the transfer, and a certified copy of the minutes of the official meeting during which the proposal was reviewed and approved by the sub districts and multiple district of said country (ies).
- d. Request feedback from current international directors in the constitutional area releasing and accepting the country (ies) requesting the transfer.
- e. Transfer petitions should be submitted to the board no later than 30 days prior to the October/November or March/April Board meeting, in order for the board to review the petitions.
- f. The constitutional area change, when approved by the board of directors, will take effect at the adjournment of the following international convention.