



LIONS INTERNATIONAL
District 3241 C • 2026-27



**DISTRICT GOVERNOR'S
PROGRAMME & POLICIES AND
ADMINISTRATIVE GUIDELINES
For the Year 2026-27**

PMJF Lion RAJESH M JOSHI
District Governor

PMJF Lion S. BOSE
Immediate Past District Governor

PMJF Lion P.N.S. UDHAYASURIYAN
First Vice District Governor

MJF Lion RAMESH RAGHAVAN
Second Vice District Governor

MJF Lion A.S. MUTHU
Cabinet Secretary

PMJF Lion BALAMURALI K.R.
Cabinet Treasurer

MJF Lion C.T. NATESAN
Programme Director

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LIONS INTERNATIONAL

District 3241 C • 2026 - 2027



ADMINISTRATIVE GUIDELINES

DISTRICT GOVERNOR'S PROGRAMME & POLICIES

Core District Policies

1. Membership Growth & Retention Policy

- Goal : Net 10% growth in district membership.
- Launch REAL JOY Membership Movement focusing on young professionals, women, and family members.
- Constitute Retention Committees at Region and Zone levels.
- Lion Family Connect : Encourage family participation in service projects.
- Recognition for 100% Retention Clubs.

2. Governance & Transparency Policy

- Quarterly / Monthly publication of District Financial Statements (Receipts & Payments).
- Adoption of digital governance via online reporting dashboards.
- All district events to adhere to approved budgets and compliance norms.
- Establish a District Ombudsman Committee for grievance redressal and conflict resolution.

3. Leadership Development Policy

- Launch REAL JOY Leadership Academy for PSTs, Region & Zone Chairpersons.
- Mentorship Programme: Senior Lions to guide emerging leaders.
- Encourage participation in ALLI, FDI, RLLI, and other LCI leadership programs.
- Promote young and first generation leaders into district level responsibilities.

4. Youth & Leo Engagement Policy

- Strengthen Leo Clubs through joint Lion–Leo service projects.
- Organise an Annual Youth Empowerment Conclave.
- Conduct school and college outreach to inspire a culture of service.
- Introduce Leo to Lion Transition Incentives.

5. Environment & Sustainability Policy

- Mandatory One Green Project per Club per Year.
- Promote paperless communication across the district.
- Encourage solar energy, rainwater harvesting, and plastic-free initiatives.
- Adopt select communities as Sustainable Living Model Villages/ Areas.

Flagship Service Programme

1. Lions Health Hub – “Joy of Care” (Signature Project 2026–27)

- Each Lions Club is encouraged to establish a Lions Health Hub as a permanent service project.
- Health Hubs will function as Generic Medical Stores providing affordable medicines.
- Operated under club supervision with licensed pharmacists, strictly following legal and medical norms.
- Hubs will also act as information and referral centers for:
 - o Blood and organ donation
 - o Eye donation pledges
 - o Diabetes and cancer awareness
- Long-term Vision: At least one Health Hub per Zone, evolving into a district wide network.

Key Features:

- Affordable medicines for the needy.
- Permanent Lions presence in the community.
- Scope for future expansion into diagnostics, clinics, or wellness centres.
- Standard branding: “Lions Health Hub – Serving with REAL JOY.”

2. Hunger & Nutrition – “Joy of Food”

- District-wide Mega Food Drives on the first Sunday of every month.
- Adoption of villages/urban slums for Zero Hunger Initiatives.
- Collaboration with NGOs to run community kitchens.

3. Education & Literacy – “Joy of Learning”

- Adoption of 100 schools for digital classrooms, infrastructure support, and scholarships.
- Establish Career Guidance & Skill Development Centres.
- Conduct Peace Poster Contests annually.

4. Women Empowerment – “Joy of Equality”

- Launch a District Women’s Forum.
- Skill development and entrepreneurship workshops.
- Women’s health programmes including cancer screening and anaemia prevention.

5. Environment – “Joy of Nature”

- 100,000 saplings plantation drive.
- Plastic Free Lions awareness campaign.
- Promotion of clean and renewable energy solutions.

6. Disaster Relief – “Joy of Service in Need”

- Establish a District Disaster Response Team.
- Create pre stocked emergency depots at Zone levels.
- Conduct annual Disaster Preparedness and First Aid Training for Lions and Leos.

Recognition & Motivation

- REAL JOY Awards Night at the District Convention.

Award Categories:

- Best Club – Service Excellence
- REAL JOY Leader Award
- Best Innovative Project
- Green Club of the Year

- Outstanding Leo–Lion Partnership
- 100% Retention Club Award

Part IV – Digital Transformation

- Launch REAL JOY Mobile App for reporting, event updates, and service hour tracking.
- Monthly District e Newsletter.
- Hybrid and virtual training programmes for wider participation.
- Formation of a Social Media Task Force to enhance Lions visibility.

Part V – District Forums & Events (2026–27)

- Presidents & Secretaries Forum
- Treasurers & Compliance Forum
- Region & Zone Leadership Meets
- Leo–Lion Service Forum
- District Convention
- Mid Year Review & Awards Meet

Appendices

- Month wise District Calendar of Events.
- Reporting Guidelines for Secretaries and Treasurers.
- Budgetary & Funding Guidelines.
- District Officer Directory with contact details.

ADMINISTRATIVE GUIDELINES

ADMINISTRATION

- Installation of Club officers should be completed before the date of the District Cabinet Installation.
- File Administration Report and Activity Report online through Lion Portal before the 25th Day of the current month.
- Ensure clear and accurate reporting of all details of membership.
- Please Ensure The Monthly Membership Report Is Placed

BEFORE EACH BOARD MEETING.

- Ensure clear and proper reporting of all details and on the basis of the details provided only will ensure proper assessment of awards. The administrative report, activities report and financial report along with the WMMR report of every month commencing from July 2026 and ending with June 2027 should be reported without fail (If there is no activity nothing to mention about administration and no receipts and payments taken place during that month a NIL REPORT must be reported)
- All the twelve months report will help the District Administration to select for the annual awards.
- Please ensure the above all monthly reports are placed before each Board Meeting. For any doubts clarify with Cabinet Secretary.
- Mail all your Board and Regular meeting communications to District Governor, Vice District Governors, Cabinet Secretary, Cabinet Treasurer, Region Chairperson, Zone Chairperson, Governor's Secretariat Administration at least three days prior to the meeting. District Chairperson - Activities/Governor's Secretariat activities and concerned Activity District Chairpersons should be kept informed about your club activities.
- Form various administrative and activities committees, involving all the members of the club, appoint chairpersons and allocate them to the Vice Presidents. Send the list of Committees with names of Chairpersons to the Cabinet Secretary after the board meeting..
- Ensure proper conduct of two regular meetings and one Board Meeting every Month. Ensure good attendance/participation of members and effective time management at the meetings and projects. Please mark a copy of all the club meeting to DG/VDGs/CS/CT/RC/ZC. Encourage Attendance of members and their families in project meetings.
- Plan joint meeting/ Joint projects with other clubs in the District and also club twinning. Such inter club joint meetings and twinning meetings will create harmony between clubs.
- Conduct and report meetings of at least two committees every month. The minutes of the committee meetings should be recorded and made available for perusal by the District Governor during Annual Visitation. Committee reports must be placed before the each Board

meeting.

- At Monthly District Meeting register 60% of the Club Membership by treating it as a Regular meeting of your Club and participate in all Mega Monthly District family meetings.
- Ensure 100% attendance of club Principal Officers (without Proxy) at all the three zonal advisory committee meetings conducted by the respective Zone Chairperson.
- Finalize and confirm in writing the date of the District Governor's annual visitation to the club with the Cabinet Secretary. Please note that the District Governor is desirous of completing his Annual Visitation to all the clubs before the end of March 2027.
- Follow the guidelines for District Governor's Annual Visit religiously in letter and spirit.
- Follow proper protocol in all regular meetings including installation of office bearers, Governor's official visit, Charternite etc. Take guidance from the District Chairperson - Protocol.
- Finalize and get the approval of the Agenda and Invitation by the District Governor/ Cabinet Secretary if the District Governor participates in any such club/ District meetings.
- District Governor will be the Chief Guest in all the District Meetings conducted by the respective District Chairperson and the name of the Guest of Honour or other invitees if any, during such meeting prior permission from the District Governor should be obtained.
- Likewise District Governor will be the only Chief Guest during the Governor's Annual Visitation to the clubs. No other Guest should be invited during Annual Visits except in the case of Charternite is celebrated in the club along with GAV.
- Ensure and motivate Club to bring out periodical club bulletins.
- Administration and Finance records of the year 2026- 2027, Charter, Banner, Gong & Gavel to be handed over to the incoming team at a Joint board meeting of outgoing and incoming teams and certified by the incoming team on or before 30th June, 2027.
- The District Governor will attend only District Projects, Mega Projects, Region level Projects, Mega Projects by any club.
- All other club projects will be attended by the Vice District Governors, DC Club Activities, RC's ZC's and DC's.

DISTRICT GOVERNOR'S ANNUAL VISITATION GUIDELINES

SPECIAL BOARD MEETING

- Leo Club Board Meeting 15 min
- Lions Club Board Meeting 30-45 min

Special Board Meeting

1. Special Board of Directors Meeting is a must.
2. It should be conducted before the Regular Meeting.
3. Efforts must be taken for 100% attendance.
4. Hand over the Questionnaire to the Cabinet Secretary before the commencement of the Board Meeting.
5. May be conducted for 30-45 minutes as a closed-door meeting
6. The meeting should be started and finished on time
7. Follow the Model Agenda appended
8. Keep the following records ready;
 - a. Attendance Register (Both Board of Directors and Regular Meetings).
 - b. Minutes Book (Board of Directors & Regular Meeting)
 - c. Club Report File
 - d. Member's Permanent Record Book-Red Book.
 - e. Member's Permanent Record Book-Black Book
 - f. Permanent Record Book of Club Properties
 - g. Permanent Record Book of Service activities
 - h. Permanent Record Book of Club Awards
 - i. List of various committees
 - j. The file for Club Committee Chairperson's Monthly Report
 - k. Scrap Book
 - l. Album of Club Action photographs
 - m. Day Book
 - n. Ledger/Journal
 - o. Club Pan Card and if available Trust, PAN _____

- p. Bill Books
 - q. Receipt Books
 - r. Monthly Statements of Accounts, submitted to the Board of Directors Meetings
 - s. Bank Pass Books (for items 'l' to 'q' keep separate records for administration & Activities)
9. The Board members can make use of this opportunity by attending the Spl. Board meeting.
- a. To clarify their doubts.
 - b. To offer their suggestions.
 - c. To express their desires.
 - d. To appreciate.
10. Separate Board Meeting should be conducted for Leo, if any

Regular Meeting (GAV)

1. No other function should be clubbed with it (except Charternite celebration).
2. Only the names of DG (as Chief Guest), VDG I, VDG II (Impressions by both), CS, CT, RC and ZC (participation) shall be printed in addition to the name of President, Secretary, Treasurer and GAV Committee Chairperson in the invitation.
 1. The DG should be the Chief Guest.
 2. There should never be any other Guest speaker (except when Charternite is combined).
 3. The Attendance Committee Chairperson must be entrusted with the job of recording the names and offices of the Visitors. Preferably, in the Visitors' book.
 4. Maximum attendance of the club members must be ensured.
 5. Trouble free audio system, dust free chairs, polished gong, pressed club banner, a few bottles of mineral water, head table boards, etc. must be ensured.
 6. Punctuality and protocol should be observed.
 7. The payments towards the District and Multiple dues billed and the payments for the District Directory & Lions Touch should be made if not already paid.

8. The President, DG, I VDG, II VDG, CS, CT, RC, ZC, IPP, Spouses of DG & President (if present) and GAV Committee Chairman alone be accommodated in the dais. If there is a Leo Club, the President and DC-Leo shall also be seated.
9. Model Agenda appended should be adhered to.

Regular Meeting (GAV cum Charternite)

In addition to the above, a Guest of Honour may also be invited if Charternite is celebrated along with GAV, if the club so desires. The introduction of the Guest of Honour shall be brief. The Guest of Honour may be informed in advance the time allotted for his/her address. The Guest of Honour may be honored with Mementos/shawls. The names of CS, CT, RC, and ZC shall be printed along with VDGs for felicitation. The President of the parent club and C h a r t e r N i t e Committee Chairperson a l s o b e accommodated in the dais.

MODEL AGENDAS

Special Board Meeting Agenda

1. Meeting called to order by President.
2. Presidential welcome address.
3. Introducing the members of the Board present by President to the DG
4. Handing the proceeding over to the D.G.
5. The D.G. conducts the meeting.
6. D.G. Handing the proceedings back to the President.
7. Vote of thanks by Club Secretary
8. Adjournment of the meeting by President.

GAV MEETING AGENDAS

1. President Calling the Meeting to order.
2. Proceedings handed over to the Master of Ceremonies.
3. Invocation song
4. Flag Salutation

5. Lions Prayer
6. Prayer for a Few moments in silence for the cause of World Peace.
7. Presidential Welcome Speech & Introductory remarks.
8. Secretary's Report
9. Projects of the day, if any
10. District Governor's Address.
11. Presenting Awards, if any (through the D.G.)
12. Releasing the Club Bulletin/ Souvenir.
13. Impressions by I VDG and II VDG.
14. Pleasantries
15. Vote of Thanks by Club Secretary
16. Proceedings handed over back to the President.
17. Adjournment of the meeting for Fellowship and Lunch / Dinner.

GAV Cum Charternite Meeting Agenda

1. President Calling the Meeting to order.
2. Proceedings handed over to the Master of Ceremonies.
3. Invocation song
4. Flag Salutation
5. Lions Prayer
6. A Few moments of silence for the cause of World Peace.
7. Presidential Welcome Speech & Introductory remarks.
8. Recognizing other Dignitaries.
9. Report of the Charternite cum GAV Committee Chairman
10. Honoring of Charter Members
11. Response by a Charter.
12. Secretary's Report
13. Projects of the day, if any
14. District Governor's Address.
15. Presenting Awards, if any (through the D.G.)

16. Releasing the Club Bulletin/Souvenir.
17. Introduction of Guest of Honour.
18. Address by Guest of Honour
19. Honoring of Guest of Honour
20. Felicitations by I VDG, II VDG, CS, CT, RC and ZC.
21. Vote of Thanks.
22. Proceedings back to the President.
23. Adjournment of the meeting for Fellowship and Dinner/ Lunch.

MEMBERSHIP

1. Ensure net positive growth in membership. Conduct an impressive induction function. Present all new members with kits and pins.
2. The club should conduct orientation programme for all new members without fail.
3. All new members should register and attend the membership orientation programme and seminars to be conducted by the GMT District Coordinator during the year.
4. All the clubs in the District should ensure the minimum membership strength of thirty and the clubs with less membership should put efforts to reach the required minimum level of members before 31st October 2026. (October is the membership month). It is our District Governor's earnest appeal that each club should aim to reach the minimum membership strength to 30 members for the purpose of stability and viability.

EXTENSION

5. Fifteen strong new clubs would be established, with each club having minimum of 20 members, of whom 75% should be new to the Lions Movement.
6. Clubs extending new clubs shall select areas where Lions Movement has the least presence.
7. Members of the extended club shall, as far as possible, be residents of the area of the club's geographical location. 75% members of the new club should be new members.
8. The new Lions Club should be relevant to its area of operation. The community in that area should feel the presence of a Lions Club before

and after the inauguration

9. The sponsoring club should obtain green signal from District Governor in writing for the name of the new club and its area of operation.
10. The sponsoring club should conduct 3 preliminary meetings with all the prospective charter members of the new club.
11. Each Region Chairperson should initiate one new club extension in his/her region.
12. The GET District Coordinator along with GMT District Coordinator will be involved in all three meetings and till its inauguration and charter.
13. The first meeting should be addressed by GET District Coordinator and DC-Orientation and GMT District Coordinator compulsorily.
14. For the second meeting, any one of the Past District Governors, Vice District Governors and District Cabinet Secretary or District Cabinet Treasurer may be invited where the office bearers will be elected.
15. The third meeting will be addressed by District Governor or by Vice District Governors and necessary forms for chartering a new club will be signed on that day and bank draft for charter member fees will be finalized with GET District Coordinator, GMT District Coordinator, District Cabinet Secretary & Cabinet Treasurer.
16. The club will be inaugurated by District Governor and give due publicity and invite other club members. The appointment of Extension Chairperson and Certified Guiding Lion will be confirmed by District Governor. Allocation of the club to a Region and Zone will also be confirmed by District Governor.
17. As and when the charter is received from Lions International, it will be presented by District Governor in a grand Charter Presentation function organized by the sponsoring club.
18. Due recognition will be given to the club which sponsored a new club and the club which was sponsored.
19. The process of extension will be completed only when the charter is presented.

LCIF

A contribution of US \$1000 to be paid to Enroll as an MJF

Lion members who cannot contribute to MJF may also contribute to LCIF by the Lion Share Program by donating \$20, \$50, \$100 or \$200. The Clubs can participate in the Program by contributing minimum of \$20 per member (The District provides subsidy of INR 500 and the DC Lions Share INR 100 making a total contribution of INR 600/- for each member for the 100% members of the Club.

A contribution of US \$1000 to be paid to become MJF.

AWARDS

Clubs will be suitably awarded / recognised for Administration and Activities based on their reports in Lion Portal. Half yearly Awards and Annual Awards function will be conducted and leaders and clubs will be recognized with Awards for their activities in Half Yearly Awards and during Annual Awards the Clubs, Region Chairpersons, Zone Chairpersons, District Chairpersons and Club Leaders will be awarded for both administration and activities.

LIONS PREMIER NITE

Celebrating the Pride of New Beginnings

Lions Premier Nite is a unique fellowship event specially planned to celebrate and honour members who have recently enrolled as Lions in Lions International. The evening provides an opportunity for our newest Lions to connect, build friendships, understand the spirit of Lionism, and begin their service journey together. Through fellowship, interaction, and celebration, we warmly welcome them into the Lions family and inspire them to serve with dedication, compassion, and the true spirit of "We Serve."

ACTIVITIES

The following Global Causes of Lions International are to be considered Governor's Thrust Areas:

- | | |
|-----------------|------------------------|
| 1) Environment | 2) Childhood Cancer |
| 3) Humanitarian | 4) Vision |
| 5) Youth | 6) Hunger |
| 7) Diabetes | 8) Disaster Management |

LIONS TOUCH

To embrace digital communication and ensure wider accessibility, Lions Touch is proposed to be published as an online magazine throughout the Lions year. This initiative will enable timely updates, greater member engagement, and environmentally responsible communication. A special printed edition is proposed at the end of the year, serving as a commemorative issue that highlights the District's achievements, memorable events, and milestones of the Lions year.

AWARDS

Clubs will be suitably awarded for Administration and Activities based on their reports in Lion Portal, Half yearly Awards and Annual Awards function will be conducted and leaders and clubs will be recognized with Awards for their activities in Half Yearly Awards and during Annual Awards the Clubs, Region Chairpersons, Zone Chairpersons, District Chairpersons and Club Leaders will be awarded for both administration and activities.

Proper Maintenance of Existing permanent projects and new permanent projects started during the year will be considered for special awards

Innovative projects and need-of-the-hour projects will be awarded

WE SERVE

Living the spirit of REAL JOY of Service, it is proposed to identify and honour outstanding non-Lion individuals who have been rendering selfless service to the community. Through this initiative, Lions District 3241 C will recognize these unsung heroes, celebrate their inspiring contributions, and encourage a greater culture of volunteerism. By appreciating those who serve humanity beyond Lionism, we spread the REAL JOY of Service and reaffirm that compassion and service transcend all boundaries.

