



Incorporating your Lions Club

It is strongly recommended that all Lions Clubs incorporate. Doing so protects individual club member in lawsuits against the club. Liability would be limited to the capital or assets of the club. There are 5 simple steps to take to incorporate your Lions Club.

#1 Board of Directors votes to incorporate as a Non-Profit.

The Lions Club Board of Directors should formally vote to incorporate the club as a nonprofit corporation. The Board should authorize the \$125 expense to file the Initial Articles of Incorporation. This money may be taken out of the administrative or activities fund, whichever the Board approves. The Board should authorize 3 Lions to serve as initial officers of the corporation. This is usually the President, Secretary and Treasurer if held by 3 different individuals. The Board should also determine the club's statutory agent, which is a contact person that the State will use in 5 years to send its renewal. This may be one of the 3 officers or someone different.

#2 Obtain the Required Form.

Incorporating as a non-profit corporation is covered under section 1702 of the Ohio Revised Code and is handled by the Ohio Secretary of State. All forms can be obtained, and inquires should be directed to:

Ohio Secretary of State
180 E. Broad St. Suite 103
Columbus, OH 43215
(877) 767-3453
www.OhioSecretaryofState.gov

The name of the form required is **Form 532B** or the "Initial Articles of Incorporation. Nonprofit, Domestic Corporation"

If obtaining the form on-line, note that except for the signatures and any attachments, you can fill out the entire form on line and then print it out. However, there is no way to file the form electronically.

#3 Fill out the Form.

When using the name of your Lions Club, it is important to include the word incorporated. You may call your club either the “_____ Lions Club, Incorporated” or the “Lions Club of _____, Incorporated.”

Skip the Effective Date. The corporation will begin when this form is filed.

To answer the question, “Purpose for which corporation formed,” write “See Attached” in the box and attach a separate page that states the following:

Purpose for which corporation is formed

The Lions Club of _____ is chartered by and under the supervision of, The International Association of Lions Clubs of Oak Brook, Illinois, and is governed by the Constitution and Bylaws of said Association.

The purposes of this Association shall be:

- a) To organize, charter and supervise services clubs to be known as Lions Clubs.
- b) To coordinate the activities and standardize the administration of the Lions Clubs.

The Objects of this Association shall be:

- TO CREATE and foster a spirit of understanding among the peoples of the world.
- TO PROMOTE the principles of good government and good citizenship.
- TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.
- TO UNITE the clubs in the bonds of friendship, good fellowship, and mutual understanding.
- TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- TO ENCOURAGE service minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

On the “Original Appointment of Statutory Agent” fill in the name of the Lions Club Incorporated, the name and street address of the appointed statutory agent. The 3 initial officers sign in the boxes. The statutory agent then fills in and signs his or her acceptance of the statutory agent appointment.

Finally the 3 initial officers sign in the signature boxes and print their name in the “Print Name” boxes. Leave the “By” boxes empty.

#4 Send a copy of your form to the Legal Department at Lions Clubs International for approval.

The Legal Department at Lions Clubs International must approve the Initial Articles of Incorporation prior to filing. After approval, Lions Clubs International will mail a “Letter of Authorization” to be signed by the club president and returned. This is in order to continue to include the incorporated club as a “Subordinate of Exemption” granted under IRS rules.

The Legal Department at Lions Clubs International may be contacted at:

Legal Division /Lions Clubs International
300 22nd Street
Oak Brook, IL 60521-8842
(630) 571-5466 Ext 202 or FAX (630) 571-8890
www.legal@lionsclubs.org

Be sure to send the attachment (purpose of corporation) with the form.
Faxing or emailing will get the fastest results.

#5 After receiving approval, file your original form.

After you receive approval from Lions Clubs International, mail your original Form (including attachment) and your check for \$125 made payable to the Ohio Secretary of State, to the address below. Use their “Regular Service”

Ohio Secretary of State
PO Box 670
Columbus, OH 43216

That’s it! You should receive your certification of incorporation in a couple of weeks.

Once incorporated, the Secretary of State issues a **Statement of Continued Existence** every five years to the Statutory Agent (any Lion so named in the Initial Articles of Incorporation). This update of records is required by the Secretary of State in order to maintain the incorporation status of the organization. There is a \$25.00 fee to file this form once every five years. Failure to file such a statement will result in the cancellation of the articles of incorporation. You may contact the Secretary of State (a search engine is available on their web site) to make sure your club’s corporation status is still active, and see the renewal date and statutory agent’s address on file.

There is a special form to file called the **Statutory Agent Update** to change the appointment of the statutory agent or change the mailing address of the current agent. There is a \$25.00 fee to file this form.