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**DISTRICT 1-A
OFFICERS
HANDBOOK**

2010-2011



Prepared and Presented By

**District 1-A MERLOW Committee
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DATES TO REMEMBER

1. Submit monthly reports by the 20th day of the month on paper by the last day of the month on line by 12 noon.
 2. July 1—New Club Officers take office
 3. July 15—LCI Invoice—pay within 30 days of receipt
 4. July 15—Deadline for submission of A-1 Annual activities Report
 5. July 15—Deadline for submission of 100% Club Award Form to Governor
 6. August 20—District Dues Invoice issued—pay within 30 days of receipt
 7. November—Deadline for filing of new e-card to IRS
 8. December—Deadline for filing annual report with Illinois Attorney General's Office
 9. December 1—Deadline for submission of Candy day reports and payments
 10. January 15—LCI Dues invoice—pay within 30 days of receipt
 11. February 15—District Dues Invoice issues—pay within 30 days of receipt
 12. February—Appoint Nominating Committee to select new club officers
 13. March—Present proposed new slate of officers for coming year, accept nominations from floor
 14. April—Election of club officers for coming year
 15. May 15—Send PU 101 new Officers Reporting Form to LCI and Incoming Governor
 16. June 1—Send List of Club Officers to Lions of Illinois Foundation
 17. June 30—file Form for Melvin Jones Fellow
2. Encouraging the recruitment of new quality members at club meetings.
 3. Ensuring implementation of recruitment and retention procedures.
 4. Preparing and implementing member orientation sessions.
 5. Reporting to the board of directors way to reduce the loss of members.
 6. Coordinating with other club committees in fulfilling these responsibilities.
 7. **Serving as a member of the zone level membership committee.**

MEMBERSHIP COMMITTEE.

A Club Membership Committee shall be composed of three (3) elected members for a three year term. Initially three members will be elected. One member shall serve for one (1) year, the second member for two (2) years and the third member for three (3) years. Each year thereafter, a new member will be elected.

Each member shall serve for three (3) continuous years on a rotation system subject to annual confirmation for the years remaining by the club's board of directors. The first year member shall be a member of the committee, the second year member shall be its vice chairperson and the **third year member shall serve as its chairperson and as membership director** on the club's board of directors.

The first-year member is encouraged to focus on membership development, the second-year member is encouraged to focus on retention and leadership, while the third-year member (chairperson) is encouraged to focus on extension .

Responsibilities of the Membership Director, as Chair of the Membership Committee, shall include:

1. Developing a club membership growth program and presenting the program to the board of directors for approval.

WEBSITE LOCATIONS FOR CLUB OFFICERS

LIONNET
www.lionet.com

LIONWAP
www.lionwap.com

Lions Clubs International
www.lionsclubs.org

MULTIPLE DISTRICT 1 WEBSITE
www.lionsmd1.org

DISTRICT 1-A
www.lions1a.org

LIONS OF ILLINOIS FOUNDATION
www.lionsofillinois.org

E-CLUBHOUSE SITE
<http://e-clubhouse.org>

E-CLUB HOUSE CLUB WEBSITES

Currently there are fourteen (14) clubs within District 1-A who have created a club website for their individual clubs. Within MD-1 there are 59 clubs. The creation of a club website is quite simple to do as the site is done with specific templates and you basically just fill in the information.

Before the end of June, the creators of the e-club house hope to launch the Members Only section at Lions e-Clubhouse. The idea is to draw the club membership into making use of the internet. It is hoped to present the project to the Lions in Sydney at the Convention.

The creation of a District e-Clubhouse project will probably be ready to go sometime in August. The District concept is not envisioned a "flash in the pan" sort of project, but one that integrates the Clubs within that district together. For instance, when a Club uses the Featured Event function, that event will also appear on the District Calendar automatically.

Get a head start now getting yourself comfortable with your own club website and you will be able to work the District e-Club house into your club's reporting.

MEMBERSHIP CHAIR

All club treasurers should comply with the following instructions to ensure that the club's account is properly credited with payments.

1. After the club's board of directors has approved the monthly statement, the club treasurer is responsible for submitting a payment to the association's bank account.
2. In all instances, please write the complete club name, club number and the purpose of the payment on the front of the check or deposit slip. **The club number and the complete club name are the most important to ensure the payment is credited to the club's account.**
3. When making payment with a US dollar draft drawn on a United States bank or branch, the payment should be mailed to the association's lockbox:

**The International Association of Lions Clubs
35842 Eagle Way
Chicago, Illinois 60678-1458**

SPECIAL NOTES FOR NEW CLUB OFFICERS

At the beginning of the new Lions year, it would be suggested that the new club officers review their club's LCI membership directory to insure that all names, year of birth, addresses, telephone numbers and e-mail addresses are listed and most importantly, are correct. Your individual club roster must match that of Lions Clubs International as this is how your club is billed for membership dues.

Additionally, if mail is returned to sender, i.e. magazines, the sender is now being charged for it by the post office.

At the beginning of the new Lions year as club officers, a full review of all membership club awards that should be given out during the year, i.e., Old Monarch, Attendance Awards, etc. should be done. This is something that is sometimes overlooked and these awards are not presented in a timely and proper manner.

CREATING A NEW CLUB BANK ACCOUNT

Illinois laws have changed so when a new club is created the following documents are needed to go to a bank to create a club account.

1. The IRS letter indicating that LCI is a 501 (c) 4 not for profit corporate entity. Contact the sitting governor or call the legal department at LCI and request a copy of the letter.
2. A copy of the standard LCI constitution and bylaws which can be downloaded from the LCI website
3. A letter signed by the club president which indicates that the persons named in the letter have been authorized by the club to act as signatories for the bank account. It is suggested that there be two (2) signatures on any club account.
4. A new club needs to show proof of its federal EIN number.
5. Bank cards signed by the authorized signatories.

Collect all monies due club, deposit into proper accounts in a timely manner.

Pay all bills upon approval as directed by the board members. International and District Dues payments do not need board approval.

Keep account of each club project separate within the activities account.

Make annual reports to Illinois Attorney General, Internal Revenue, and State of Illinois.

Dues as of July 1, International Association \$39.00 invoiced semi annually, new members added month after acceptance.

Multiple District and District, collected by District, \$17.00 (8.50 semi annually)

State	7.00
Illinois Lions Magazine	3.00
District	4.00
Lions View	3.00

Total due for one member \$56.00

Each month, the club treasurer will receive an itemized statement of charges and credits from International Headquarters, if transactions occurred, or if the club maintains a balance on its account. These charges and credits may include per capita dues, entrance fees, charter fees, and prorated dues for new members, fees for reinstated members, dues for transfer and life members, and club supplies. **It is the responsibility of the club treasurer to review the statement for accuracy and submit the statement to the club's board of directors for approval.**

Club Treasurer Duties and Obligations

Secure all records, tax reports, checkbooks, pass-books and statements from previous treasurer.

Get approval of financial institution club will use at first board meeting. (Transfer signature cards to reflect new officers that will be signatures on club accounts)

With club finance committee, prepare budget for coming year. (Be aware that as of July 1, 2005, the International Association Dues increased to \$39.00 per member per year, total obligation for dues from each member, International, District and State will be \$56.00 per year.)

Set up books for current Lions year. (Two accounts, **administrative** and **activities**. Monies can be kept in same bank account.)

Secretary shall send out dues notices to members.

Received collected dues from Secretary, issue receipt.

Provide club membership cards to all paid members. These cards can be printed on line.

Prepare statement for Board Meetings of unpaid members.

Prepare statement of accounts for Board Meetings.

CLUB PRESIDENTS AND VICE PRESIDENTS

**BOARD MEETING AGENDA
GUIDELINE/SAMPLE**

1. **CALL TO ORDER**, President (Start meeting at appointed time)
2. **ROLL CALL**, Secretary, Required to assure a quorum
3. **PLEDGE TO FLAG, INVOCATION**, (Optional)
4. **MINUTES OF LAST MEETING, MINUTES OF LAST BOARD MEETING.** (Secretary, call for motion to correct and accept, requires a second to the motion prior to vote.)
5. **TREASURERS REPORT** (Treasurer, Calls for motion to correct and accept, requires a second to the motion prior to vote.)
6. **READING OF COMMUNICATIONS.** (If action needs to be taken on a communication, vote on it or send it to the proper committee for study.)
7. **COMMITTEE REPORTS.** (Call for a vote to accept report, and take a vote on any action that is recommended by the committee. Secure a written copy of the report to be kept with the minutes of the meeting.)
8. **UNFINISHED BUSINESS.** (Any tabled motions or reports; Secretary should have reported in the minutes of the previous meeting.)
9. **NEW BUSINESS.**(Items brought before the club at the last regular meeting, ideas presented by a member present or a board member.)
10. **MISCELLANEOUS BUSINESS** (Items which do not effect the club directly, but should be brought to the attention of the members.)

CLUB TREASURER

CLUB SUPPLIES

The Club Supplies phone number is 800-710-7822 or 630-571-5466. Fax number is 630-571-0964. If you fax an order do not also send a copy of the order in the mail. This can result in duplication.

You can now order all club supplies on line through the Lions Club International Website at clubsupplies@lionsclubs.org. **All you need is your four digit club number and club identification number.** The club number is found on any invoice you may have received from LCI for previous orders

11. ADJOURNMENT.

NOTE: Try to limit the amount of time used for discussion so that the meeting does not drag on. If you feel a point before the Board is dragging on without a solution in sight, recommend the committee study the matter further, or appoint a sub committee to find an answer.

FIRST BOARD MEETING OF NEW LION YEAR AGENDA

**Prepare Budget
Confirm New Signatures for Bank Account
Proper Transfer of Club Property
Appoint Audit Committee
Set goals with Elected Membership Chair
Appoint Program Chairperson
Schedule Installation of Officers
 **Invite Installing Officer—
 Decide on Dress Code**
Appoint Chair(s) of Club Events
Appoint Candy Day Committee
 Get Locations and Approvals
Charter Night
 Speaker or Program
Make Club Calendar for Year
 **Schedule Governor's Official Visit
 Schedule Zone Chair visits**
Announce Goals for Year**

PRESIDENT

Inside the word “President” is the word “Preside” - your primary function as a Lions Club President

P	PROMPTNESS	Start meetings ON TIME
R	RESPECT	Respect for the Chair
E	ENCOURAGE	Members to take part in the meeting
S	STOP	Discussion not before the club
I	INSIST	On Proper Motions and Seconds
D	DIRECT	Your Committees to function
E	END	Meetings on time. Don't let them drag on

N&T can be used, as they are part of the word President

N means NOW OR NEVER, NOW is the time to plan your meeting, NEVER put it off

T is for Telephone, Keep in Touch with your Committees, find out why a member missed a meeting and get help or assistance from your Zone or Region Chairperson.

will not be accepted without this information.

When does a Lion who has transferred into another club and is part of a family unit receive the Family Dues Rate?

Lions transferring and becoming a member of a family unit, need to be certified as part of a family unit in the club they are joining. The club secretary should follow established transfer guidelines and also submit a Family Unit Certification Form online/paper when entering/submitting the transferred member information. The transferring Lion will then be billed at the Family Membership Dues Rate on the next bi-annual billing.

New Family Members - In order to receive all the benefits of the Family Membership Dues Rate, as new family members are added to your club's roster, the Family Unit Certification must be completed. Lions Clubs International will not issue a credit to clubs who submit the Family Unit Certification after the new member has been added; in these cases the family membership dues rate would take effect with the next semi-annual per-capita billing cycle and the club will be billed for the new member's entrance fees.

Existing Lions - Existing Lions who are certified as 2nd, 3rd, 4th, or 5th members of a Family Unit by November 30th (or May 31st respectively), receive a reduced international dues rate on the January 1st (or July 1st respectively) semi-annual per capita billing.

**YOUR LIONS CLUB
REGULAR MEETING AGENDA**

Regarding Lions who are currently Life Members, the life member would be considered the "first member" and any members following shall pay half dues if they meet all requirements.

When To Certify Family Units: The Family Unit Certification is to be completed when reporting new members using the Web Monthly Membership Report (WMMR) or the Monthly Membership Report ([MMR – paper version](#)). Once a family unit is certified, recertification is only necessary when there is a change of address or membership status. The certifying of Family Units corresponds with the semi-annual per-capita billing cut-off dates of November 30 and May 31.

It will be up to each individual club to determine what they will charge a family member(s) for club dues who are not the primary member(s). **At this time, the structure of mandatory State and District dues will not change** as this requires an amendment to the Multiple and District Constitutions. This cannot take place until the next convention if an amendment is introduced for consideration by the delegates.

As each family unit will receive only one copy of the LION magazine under this plan, if additional family member wishes to receive a copy of the magazine, that member will have to apply for an individual subscription and pay for and maintain the subscription separately.

Certification of a Member: It must be decided who is the head of the family unit, list the relationship, how the confirmation of the relationship was **arrived and most importantly, the year of birth** – certification

Call to order. (At appointed time, do not wait for members to arrive, if you start on time they will get the message and arrive on time to avoid a fine for being late)

Pledge to Flag.

America, National Anthem or God Bless America.
(Song is optional, but allows the members to join together at the start of the meeting)

Invocation

Singing of a Lions Song. (Don't you hear those Lions Roar, or other Lions song)

Introduction of Guests at meeting. (Lions by rank or title, other guests.)

Meal (If you have a meal at your meetings.)

Tailtwister (The Tailtwister will do the introduction of members and fine those that are late, missing a pin or whatever other reason deemed necessary.)

Guest Speaker or Program. (The person presenting the program is now fully introduced with credentials or history.)

Business Portion of meeting

- a. Reading of minutes of previous meeting and board meeting
- b. Committee reports, Treasurers report
- c. Communications received
- d. Old/Unfinished Business
- e. New Business

11. **Adjournment**

Definition: PROTOCOL: The rules of diplomatic, state etiquette and ceremony.

While a Lions Club meeting, Installation or Charter Dinner is usually not a diplomatic or state ceremony, dignified recognition of officers and guests is more than common courtesy, it is one way to convey to those in attendance, your club's respect of their office and appreciation of their attendance and participation. Often, International Officers or Cabinet members may be members of your club, and for this reason may be ignored or overlooked during introductions. This is one of the most common breeches of protocol at the local club level.

Another common error is to introduce the guest or principal speaker during the introductions of the head table and the guests in the audience. Remember, as your principal speaker, your guest deserves special recognition and personalized introduction. The Emcee (MC) of the event should introduce the club president, a ranking cabinet officer or a past International Officer to do the primary introduction.

At a club meeting, where the guest is not a Lion, the program chairman or the Lion who secured the guest speaker should do the introduction. If the speaker is a district or state chairman, the president should introduce a Region or Zone Chairman, or a PDG from your club to make the introduction if they are present, otherwise, the president shall introduce.

If the speaker is not personally known to the person assigned to make the introduction, consult with the speaker prior to the event. Most speakers will have a biography or pre printed introduction available, which will list offices held, family information and professional or Lions club activities. This information serves two objectives, it lends credence to the topic the

If you need to file for a prior year, you must call the IRS to complete your filing.

Need more information:

Go to www.irs.gov/eo for complete details and while you're there sign up for Exempt Organization's free email newsletter, EO Update, to receive up-to-date information posted on the charity pages of irs.gov. For local assistance, contact the legal department at LCI for any other questions you may have.

FAMILY MEMBERSHIP INFORMATION

The Family Membership Program is a permanent program that was ratified as part of the regular Lions Clubs International Constitution.

Who qualifies for the family dues structure?

For the purpose of the Family Dues Structure, "family" includes all members in and/or joining the **same club** living in the **same household** related by birth, marriage and other legal means, including such common family relations as parents, children, spouses, aunts/uncles, cousins, grandparents and in-laws of spouses.

How does the Family Dues Structure work?

The first family member, either being a current or newly inducted member, shall pay full annual dues (US\$39) and any applicable entrance fee. **Up to four more subsequent qualifying family members over the age of majority in the same household** shall pay one-half of the standard annual dues (US\$19.50) and no association entrance fees. For newly chartered clubs, the first family member shall pay the full charter fee (US\$30) and full annual dues. Subsequent qualifying members shall pay no additional charter fees and half the annual dues (US\$19.50).

normally has annual gross receipts of \$25,000 or less and does not have to file Form 990 or 990-EZ, you must file the e-Postcard (also known as 990-N).

A club cannot file the e-card until its fiscal year is over. The card is due by the 15th day of the fifth month after the close of your tax year. Lions Clubs operate on a fiscal year, July 1 – June 30, and the e-Postcard will be due by November 15th of each Lions year.

What information does your club need to provide on the e-Postcard?

a legal name and mailing address and any other names used,
a Web address if one exists,
employer identification number (EIN),
organization's annual tax period,
the name and address of a principal officer, and
a statement confirming the organization's annual gross receipts are normally \$25,000 or less.

What happens if you don't file? You risk losing your tax-exempt status! Any Lions Club that fails to meet its annual reporting requirement for three consecutive years automatically loses its tax-exempt status under the new law. As the filing requirement was effective in 2007, you could lose your tax exempt status at the end of the third year.

This is an electronic filing and can only be filed on line for the current year.

speaker will speak about, and allows the membership to know more about the speaker

Governors Official Visits require some planning on the part of the club.

First and most important, secure a confirmed date from the Governor. Don't schedule the governors visit on your calendar and then call the governor two weeks before the meeting or event and tell the governor that he is expected at your meeting. The Governor's visit should be the only item on the agenda.

Second. Plan the event. An agenda is most important and necessary. Know which Lion from your club will lead the Pledge to the Flag, give the Invocation, is responsible for securing the Governors gift, planning the meal, and who will introduce Governor. Make sure that a Flag, Banner and Bell are at the meeting site. Will spouses and guests be invited? What is the manner of dress, will it be a formal affair, is it also an installation of officers or a celebration of the clubs charter? All of these issues should be addressed well before the meeting, so your event runs smoothly. Inform the Governor of the dress code, if spouses are invited, type of event and if the Governor is required to install officers or induct new members. Make sure new member kits are ready if members are to be inducted.

Third, protocol requires seating of the head table be specific. This also holds true for the introduction of the head table. If you use an Emcee for the meeting, the president shall call the meeting to order and then introduce the Emcee to make the rest of the introductions, and to keep the meeting on track.

Seating at the head table should be an even amount of chairs to maintain balance. The Emcee and spouse should be to the far right as the audience faces the head table. The Club President sits to the left of the podium, the Governor to the right of the podium.

review and let them tell you what you owe. If your registration is accepted you will be supplied with a "CO" number which will be your permanent number for filing an annual report with this office. It is then up to you to make sure that you calendar that this report is due on an annual basis and to be submitted with a check for \$15.00 for the filing fee. Your Annual Financial Report is due six (6) months after the organization's fiscal year ends. Therefore for Lions Clubs, it would be six (6) months from June 30.

You can download the following forms from the Office of the Attorney General: Charitable Organization web site at www.ag.state.il.us/charities/reg_reports; Registration Statement (Form CO-1); Charitable Organization – Financial Information Form (Form CO-2); Illinois Charitable Organization Annual Report (Form AG990-IL).

The address and phone number of the Office of the Illinois Attorney General, Charitable Trust Bureau is: 3rd Floor, 100 West Randolph Street, Chicago, Illinois 60601: 312-814-2595.

E-CARD FILING REQUIREMENT

It's short, easy and electronic – it's the new E-Postcard

Don't throw away your tax-exempt status – be sure to file your e-Postcard

How do you know if your Lions Club has a filing requirement?

If you are a small tax-exempt organization that

Monthly Membership Reports with LCI address labels will be sent only to those clubs who are not filing their forms online.

Donation Form – Melvin Jones Fellow

District 100% Club Form – past practice has been that this report has to be submitted by year end in order to qualify for a 100% President, Secretary, Club and 4 or 5 star club.

The Lions of Illinois Foundation also requires a listing of club officers which is due to them by June 1 of each year. This form can be downloaded from the Foundation Website at: www.lionsofillinois.org

Office of the Attorney General, State of Illinois – Registration form and subsequent Annual Report. The laws of the State of Illinois require that any organization soliciting from the public must register with the Office of the Attorney General, Charitable Trusts Bureau.

If your club is not registered – you may incur charges as you will be required to go back three (3) years to satisfy the late registration. The charges could be a \$15.00 registration fee plus a \$200.00 late penalty fee– plus \$100.00 for each of the three years and \$15.00 for each year to cover the filing of the report

If a club has assets under \$4,000 and generates gross incomes less than \$15,000 for each year, it will possibly only owe the \$15.00 and the \$200.00 registration fee plus the simplified report but no filing fee and late fees. It would be suggested that you fill out the required forms and send to the AG's office for

CLUB VICE PRESIDENTS

Section 1. **OFFICERS.** The officers of this club shall be a president, immediate past president, the vice president(s), secretary, treasurer, Lion tamer (optional), tail twister (optional), membership director and all other elected directors.

The above is an excerpt from the current Lions International Constitution for a Lions Club. Note that the vice president has the “(s)” to signify more than one, yet some of the clubs in the district only have one Lion as Vice President. For informational purpose only, LCI has 2 VPs and some clubs maintain 3 VPs.

The duties of the VP are varied but follow the same lines. First is to learn the duties of the president as training for when the VP assumes the chair. Second to be available to chair a club or board meeting in the absence of the president, and to direct such committees as assigned by the president. In clubs that use more than one VP, the assignments are split, such as membership or activities. In clubs that use a progression system, certain club activities are assigned to the position rather than the member as they climb the ladder to club president.

Tools any VP should study or have available are a copy of Roberts Rules of Order, which explains meeting procedures, proper motions and agendas; and the Constitution and By Laws of a Lions Club which the president should have in his kit, or it is available on line at the LCI website, under publications, legal. If the club has its own C&BL a copy should also be available for use.

Section 1. **STANDING COMMITTEES.** The following standing committees may be appointed by the president, except for the members and chairperson of the membership committee, who are elected. (See Article IV, Sections 6 and 7)

(a) **Administrative Committees:**

Attendance
Bulletin Editor
Constitution and By-Laws
Convention
Finance
Greeter
Information Technology
Leadership Development
Lions Information
Membership
Program
Public Relations

b) **Activities Committees:**

Diabetes Awareness
Environmental Services
Hearing and Speech Action and Work with the Deaf
International Relations Program
Leo Club Program
Lioness Club Program
Sight Conservation and Work with the Blind
Youth Camps and Exchange Program
Lions Opportunities for Youth (Youth)
Other activities of Lionism for which committees may be appointed are: Citizenship Services; Educational Services; Health Services; Social Services; Recreational Services; Public Services.

PU-101AEN10-00) blue form must be filled out and sent to the District Governor Elect showing the officers for the next year. This is the second copy of the PU 101 form if using paper copies. All elections are to be completed in April of each year.

Annual Activities Report (A-1) –The Cutoff Time Period For Clubs To Enter Activity Reports For A Given Lionistic Year Is July 15. After July 15, There Will Be A Process Run Which Will Automatically Mark Each Activity Report For The Year So They Cannot Be Updated. When a club secretary completes the report, it is automatically filed at LCI. **The club secretary should download the report and e-mail/send to either their North side or South side coordinator as appropriate.**

Club secretaries will not receive the paper version of the A-1 form in the secretary packet. The A-1 Form will only appear on the LCI website. When the year is completed, the club secretary can download a certificate for completing the filing of the report.

The number of clubs using the Lions Clubs International Web site to file Monthly Membership Reports has been increasing steadily. LCI now only makes information previously provided in printed Club President and Club Secretary Kits available ONLY in the Club Resource Section of the Association Web site (www.lionsclubs.org) for a club officer to download. As provided elsewhere in this booklet, clubs now can print their club membership cards on line. Only clubs who continue to send paper copies of the MMR reports to LCI will receive membership cards. **Preprinted**

postage)

In the past, the District 1A Membership Coordinator, has been entering some of the membership reports on behalf of the clubs who have requested that this be done. This service will continue to be offered if the Membership Coordinator is provided with a password from either the club President or Secretary to do the report. She will also make herself available to talk with any club secretary on the phone or via e-mail if they have immediate questions or need help with doing monthly reports or any other questions involving secretarial duties.

VIEWING, PRINTING, SAVING, E-MAILING REPORTS

Membership reports, PU 101 Reports, Annual A1 reports and directories are all done in Adobe 6.0. Once you open up a report on line and view it – you simply save a copy to your computer and then e-mail it out to the proper parties as an attachment.

ADDITIONAL REQUIRED REPORTS

New officer Reporting Form (PU-101) Final deadline for submission is May 15.(NOTE: Even if you do not hold an Installation of Officers until later (i.e. June, July, August, September, etc.), this form must be submitted by no later than May 15 in order for these officers to receive information from International for the coming year.

CLUB SECRETARY

MISSION OF THE SECRETARY

Submit regular monthly and other reports to the Lions Clubs International

Submit such reports as may be required to the District Governor

Cooperate with and be an active member of the District Governor's Advisory Committee of the Zone in which your club is located

Have custody of, keep and maintain all general records of your Lions Club including but not limited to: record of minutes of the Club and Board Meetings; attendance; committee appointments; elections, classifications (if any) of club members; current addresses and telephone numbers of members and specific club account numbers. (A complete Secretary Record Book #S18S can be ordered from LCI with all forms included.)

At the beginning of your year as secretary, it would be suggested that the new club officers review the LCI directory to insure that all names, addresses, telephone numbers, e-mail addresses are listed and most importantly, are correct. Your individual club roster must match that of Lions Clubs International. If a new member is added or dropped be sure that this information has been submitted to the District and International in a timely manner.

Be observant – note which members are missing or behind in their dues. This can be a sign that a member is contemplating dropping their membership. Head off

Understand that as Club secretary you do not have to wait until the 20th or last day of each month to do your reports - they can be completed immediately after the club's last meeting of the month.

Please be aware that even if there are no changes in membership for a particular month, the report still must be completed.

Each ZC must prepare a monthly consolidated report of their clubs and submit to the proper North or South Side Coordinator by the 3rd day of each month. For the 2010-2011 year, the North and South Side Coordinators shall be:

Northside Club Coordinator: Lion Terry D'Souza, 708-771-3177, teamterry@gmail.com; 906 Dunlop Ave, Forest Park, IL 60130-2059

Southside Club Coordinator: Lion Frank Kirar, 708-636-2165; ncfisolf@aol.com; 5129 Oak Center Drive, Oak Lawn, IL 60453-3939

Distribution of M&M Report for 2010-2011:

Three (3) copies are required for distribution during the 2010-2011 year:

First Copy - Lions Clubs International

Second Copy – Zone ____ Chairperson

Third Copy - One copy for club file

Find out if your Zone Chair has a fax machine and/or an e-mail address. (This will save your club

At the beginning of the new Lions year each current President, Secretary and Treasurer will receive a letter from LCI providing them with their specific password to either review records, add or delete members, do monthly reports and any other on line reporting required. **The club treasurer can review records but cannot change any information.** This password is to be used in conjunction with the officer's specific Club Member Identification Number. If the new officer has an e-mail address – they can simply go up on line at the beginning of the reporting module and request their password. **If you have not received these special passwords, please contact District 1A Membership Coordinator for assistance in getting these passwords**

REPORTS

Monthly Membership Report (C-23-A) Know the date that reports from your club to your Zone Chair.

As of April, 2008 the monthly membership reporting structure was changed. Any club secretary who completes their reports on line MUST have their report to LCI by the **LAST DAY OF EACH MONTH by 12 o'clock noon.** If it comes in later than that date, membership will not be counted for the current month. Any club secretary who still does paper copies, MUST have their report into **LCI BY THE 20TH DAY OF EACH MONTH.** Any reports received after that date will not count in the current month.

The changes in the reporting are due to the fact that monthly reports from LCI, in the past, have always had a 30 day lag. By getting the reports in earlier, cumulative reporting will be on a “current month level

this problem with a phone call or a note. Be sure the president has a current list of members who are missing or behind in their dues.

Make sure the President is aware of all correspondence sent and received by the club.

If appropriate, issue dues notices to each member.

If appropriate, collect member dues, issue membership cards and turn same over to the Club Treasurer and obtain a receipt for such monies collected.

Maintenance of accurate records as they relate to any awards due a member, i.e. Attendance, Old Monarch Chevrons, sponsorship of new members, etc. When new awards are due, make sure they are secured from International in a timely manner and presented with “ceremony.”

Be sure new member kits are available for new members; keep some on file.

SUGGESTED CLUB SECRETARY BOOKS/ MANUALS

1. Club Officer's Manual (downloaded from LCI website)
2. Secretary's Record Book (S-18-S)
3. International Directory (if club orders one)
4. International Constitution and By-laws (can be downloaded from internet)
5. Club Constitution and by-laws (**each club should have this**)
6. Constitution and by-laws of the District a n d multiple district

7. A copy of Roberts Rules of Order or book of similar nature.

SECRETARIAL BOARD AND REGULAR MEETING MINUTES

Take accurate minutes at your board and regular meetings. You can tape them for ease of transcribing later **AS LONG AS THE MEMBERSHIP FIRST APPROVES THE TAPING OF MEETINGS.**

The Minutes should contain:

Time meeting started and ended

Members leading pledge, invocation, songs, etc.

Number of guests and members present

Attendance percentage

Committee reports; what is project, who is doing it, where it is being done, when it will be completed

Correspondence presented at meeting

Matters of business needing approval of total membership and decisions made by the Club membership.

Name and topic, with comments about guest speaker or program

Presentation of awards to members if appropriate.

Motions, seconds and votes

Recommendation: all minutes be either mailed or e-mailed to all members so that even if they have not attended a meeting, they are still aware of what is happening with the club.

For Board Meeting Minutes, the secretary should have them available for the regular meeting to review what occurred at the Board Meeting. Not necessary to pass out to the membership.

DISTRICT 1A DUES STRUCTURE

Each club should see that its dues structure incorporates

committee of the member's home club. (d) Attendance at any meeting scheduled or sponsored by the member's own club, including club fundraising and service activities. (e) Attendance at a region or zone meeting. (f) Attendance at an international, state or district convention, or any other recognized Lions meeting. (g) A visit within said time limit to the office of Lions Clubs International or the office of any district or state outside the country of which the visiting Lion is a member. Cards evidencing such visits shall be made available to Lions.

REPORTING ON LINE

Not all clubs in District 1A utilize the Internet for reporting purposes to International. Even if a Club secretary does not have a computer, perhaps someone else in the Club has one and would be willing to work with the Secretary to do their reporting electronically. By continuing to do reports on paper, there is sometimes a delay of up to 30 days before your club information may be entered.

Once you get to the page on the LCI web site where you enter your personal ID number and your password – on the left side of the screen there is an icon which says “training area”. You can click into this and completely teach yourself how to use the various **r e p o r t i n g** procedures you will need as a club secretary – i.e. monthly membership report, PU 101 forms, A1 Activity report, club directories, how to add, drop, reinstate, change member information, printing club directories. **Everything in this portion of the site is “self-explanatory” and you can learn at your own pace.**

PASSWORDS

privileges of active membership so long as all obligations are fulfilled. There is still an obligation for district and state dues.

Associate Member – Member is not reported on Monthly Membership Report. Eligible to vote on club matters – but may not represent the club as a delegate at any convention. Not eligible to hold any office. No dues from International or District – local club can assess dues if it is deemed appropriate. **NOTE: DO NOT COUNT AN “ASSOCIATE MEMBER” IN YOUR MONTHLY CLUB MEMBERSHIP TOTAL.**

Affiliate Member – eligible to vote on club matters – but may not represent the club as a delegate at any convention. Not eligible to hold any office. Required to pay all dues assessed.

ATTENDANCE AT REGULAR MEETINGS

If your club does not have its own particular by-laws, the secretary still should maintain a file indicating passage of any rules as it applies to the running of the club, i.e. perfect attendance.

The records of the club should contain suggested rules for making up missed meetings so that each member is aware that they can maintain perfect attendance other than just by going to the meetings. Some suggestions are: (a) Attendance at a meeting of any other lions club, regular or special (b) Attendance at a meeting of the member’s home club board of directors. (c) Attendance at a duly constituted meeting of a standing

the actual cost, on a per member basis, for the cost of membership dues to the District as well as International. For the 2010-2011 the breakdown for Dues is:

DISTRICT	
District 1A Dues	\$ 4.00
Lions View Magazine	\$ 3.00
State Per Capita	\$10.00
TOTAL DISTRICT DUES	\$17.00

INTERNATIONAL
Lions Clubs International Dues \$39.00

TOTAL ANNUAL DUES	
ASSESSMENT REQUIRED	\$56.00

NOTE: ALL DUES ARE BILLED ON A SEMI-ANNUAL BASIS, JULY AND JANUARY. Full payment of dues is thirty (30) days after receipt. If payment is late, District is entitled to charge an amount not to exceed 1% of the overdue invoice to each club’s billing that is overdue in excess of sixty (60) days.

District Accounts (LCI Constitution)

“From and after January 1, 1992 a carrying charge of 1% per month (12% annually), not to exceed the maximum amount permitted by law, may be levied on all miscellaneous club supply and district accounts receivable (non club accounts) sixty (60) days or more past due in the United States and ninety (90) days or more past due outside the United States. An administrative officer may have the power to waive the

Individual Lions Club membership cards are now available online for those clubs doing their reporting on line. You can access them from the club reports page as follows:

1. After logging in to WMMR, click **Reports**
2. Click **Print** next to **Membership Cards**
3. Choose the number of cards per page and whether you would like color or black and white
4. Select the members you would like to print cards for
5. A counter will be displayed under the members selected list to show you the number of cards you will need
6. Click **Run Report**
7. Any 8 per page or 10 per page business card labels can be used.
8. All of the information will be filled in except for the signatures.
9. After putting the business card stock in your printer, click the **Adobe Print Icon**
10. **IMPORTANT** - Set **Page Scaling** to **None** to ensure cards print correctly
11. Click OK
12. **Clubs that do not use WMMR will still receive their cards in the mail.**

There are seven (7) types of memberships:

Active. – can hold office, pay all necessary dues and subject to all obligations of membership in the club.

Member-at-Large. – member who for specific reason cannot attend meetings – status shall be reviewed each 6 months – not eligible to hold office or vote in district or international meetings or conventions – but pay all necessary dues.

Honorary. – club shall pay entrance fees and international and district dues on such a member – member can attend meetings but shall not be entitled to any privileges of active membership.

Privileged. – a club member for 15 or more years who for specific reason as determined by the board of directors must relinquish active status. __Shall pay such dues as local club may charge including international and district. __Right to vote but not entitled to hold office.

Life Member. – a club member who has maintained active membership for twenty (20) or more years or any member of a club who has maintained such active membership for fifteen (15) or more years and is at least seventy (70) years of age or any member of a club who is critically ill may be granted Life Membership in the local club upon (1) recommendation of his/her club, (2) payment to the Association of US \$500 by his/her club in lieu of all future dues to the Association and (3) approval by the International Board of Directors. A life member shall have all

Dropping of Members

If a member is to be dropped from membership, a club should consider listing the drops in the months of November or May only. As semi annual dues are billed in July and January, a member dropped in November will be listed on the December report and when the billing comes out in January, the amount of dues a club pays will be for one member less. A member dropped in May will be listed on the June report and when the billing comes out in July, the amount of dues a club pays will be for one member less.

If a member is lost due to death, drop in the month of the passing of the member.

Notify a member that his or her resignation has been accepted, offer your club's regrets, express appreciation for his or her past services, give the effective date and if dues are still owed, advise of dollar amount. Provide treasurer with copy of correspondence

Voting Delegates at Conventions

A new club must be in existence for a year and a day in order for the club to have a full slate of delegates to any district, state or international convention. If a club is less than one (1) year old at any convention it will only be entitled to one (1) vote, regardless of the number of members.

If a person is a club member for less than a year and a day, that individual is not entitled to be a voting delegate to any district, state or international convention.

Types of Club Memberships

carrying charge on district and miscellaneous merchandise accounts when there are circumstances which, in the officer's opinion, would warrant cancellation of the charge."

Carrying Charge on Club Accounts (LCI Standard Constitution)

"From and after October 1, 1992 a carrying charge of 1% per month, not to exceed the maximum amount permitted by law, may be levied on all club account balances sixty (60) days or more past due in the United States and ninety (90) days or more past due outside the United States."

Please remember annual dues, on a per member basis, should be enough to cover the total dues assessment as well as any costs entailed by the club for the proper running of the club.

TRANSFER OF MEMBERS

International does not charge a transfer fee to the club that accepts the member. However, the only exception occurs when a regular member joins a "New Club". There is a transfer fee of \$20.00 and even "Life Members" pay this amount.

As contained in the Executive Summary of the International Board of Directors Meeting **held in New York, March 9-14, 2009, the following change has been made effective immediately:** "Approved the extension of the entrance fee waiver from six months to twelve months for transfer and reinstated members who have resigned in good standing."

LIONS CLUBS INTERNATIONAL CLUB SUSPENSION POLICY

In July, 2006 the Board of Directors approved a new policy, effective July 1, 2007 that affects Clubs that have not paid their club balances on time. The new policy is as follows

FINANCIAL SUSPENSION.

A lions club can be suspended automatically if it has an outstanding balance of more than US \$1,000 or US \$20 per member, whichever is less, over 150 days old. A suspended club can be reactivated within ninety (90) days by paying the outstanding balance in full, or committing to a payment plan and making monthly installment payments. If not, the charter of the club can be cancelled.

Clubs on Suspension shall not

Conduct Service Activities

Conduct fund raising activities

Participate in district and Multiple District functions or seminars

Participate in any voting procedure outside the club

Endorse or nominate a candidate for district, multiple district or international office

Submit monthly membership report or report forms

Sponsor a Lions Club, organize a Lion Club or Lioness Club

Allow members to transfer out during the suspension period

Clubs on Suspension shall:

Hold meetings to discuss the future of the club and identify the steps needed to regain an active status.

Make payments to clear the existing outstanding balance, or request a payment plan.

STATUS QUO

Status quo is a temporary suspension of a club's charter, rights and privileges, as well as obligations. Status quo clubs should not submit a Monthly Membership report or submit changes in membership. A club can remain on status quo for only ninety (90) days. Within ninety (90) days, a status quo club must be released from status quo or its charter may be cancelled.

Justifiable conditions for placing a club on status quo include:

- ◆ Failure to comply with the objectives of the association or conduct unbecoming to a Lions club
- ◆ Failure to fulfill any other obligations of a chartered club, failure to submit Monthly membership Reports for six or more consecutive months or failure to hold regular club meetings
- ◆ Failure to pay district or multiple district dues
- ◆ Verification of non-existing club
- ◆ Decision of club to disband
- ◆ Decision of club to merge with another club

CLUB MEMBERSHIP AND VOTING PRIVILEGES