



DISTRICT A15



CLUB SECRETARY'S HANDBOOK

Revised April 2017, CS Rick Banks

Table of Contents

A CAUTIONARY WORD	2
INTRODUCTION.....	2
LIABILITY INSURANCE	3
INVOICING OF DUES	3
ADDITIONAL TRAINING MATERIALS	3
IMPORTANT (CRITICAL) DEADLINES.....	4
CLUB SECRETARY TASKS BY MONTH.....	5
<i>JULY</i>	5
<i>AUGUST</i>	5
<i>SEPTEMBER</i>	5
<i>OCTOBER</i>	6
<i>NOVEMBER</i>	6
<i>DECEMBER</i>	6
<i>JANUARY</i>	6
<i>FEBRUARY</i>	6
<i>MARCH</i>	6
<i>APRIL</i>	7
<i>MAY</i>	7
<i>JUNE</i>	8
EMAIL CONSIDERATIONS	9
THE CREATION OF MINUTES	9
WHY? (IS THIS HAPPENING).....	12
QUICK LINKS	13
<i>SITES</i>	13
<i>DOCUMENTS</i>	14

A CAUTIONARY WORD

It is becoming increasingly difficult to fulfill the role of Club Secretary without basic Internet Web browsing and Email proficiency. Submission of the various required reports and communication to and from you simply can't occur in a timely manner without this capability. If you do not have this ability yourself, explore the possibility of sharing the role with another Lion in the Club who can assist you.

INTRODUCTION

This manual is intended to assist you throughout your year(s) as Club Secretary.

As Secretary you are the recording officer of the Club, liaison officer between the Club and the District and between the Club and Lions International. A great deal of the success experienced in any Lions year by both the Club and the Club President depends upon how well you perform your responsibilities.

You are required to maintain the records of your club, including minutes of all regular, board and special meetings, attendance, election results, member classification and contact information.

You should have on hand; A15 Constitution, A15 Standing Policy, A15 By-Laws, A15 Convention Policy, LCI Membership Application Forms, Lions New Member Orientation Package (all available from Publications & Forms on the District WEB site at <http://www.a15lions.org>) as well as New Member Induction Kits (SKU: CNM10 can be ordered at no charge on the LCI web site). In addition you should have the Standard Form Lions Club Constitution and By-Laws or your club's version of the same as well as your incorporation documents.

All Club supplies may be ordered by the Club Secretary using LCI Shop on the LCI web site at www.lionsclubs.org.

The MDA Club Secretary's Handbook November 2012 is available on the Multiple District "A" Lions Resource Centre – Club Operations site at <http://resources.mdalions.org>.

The LCI's Club Officers Manual (LA-15 2006-2007 Publication 1) is available from Member Centre/Resources/Publications/Leadership Training on the LCI web site at <http://www.lionsclubs.org> and is an excellent additional resource.

It is expected that you will be an active member of the District Governor's Advisory Committee in your Zone and attend all Zone and Region Meetings on behalf of your Club. Attendance at Cabinet Meetings as well is encouraged.

LIABILITY INSURANCE

While Clubs are covered under the blanket Liability Coverage provided by LCI you must maintain sufficient Liability Insurance to cover any local project you may have. This may require the purchase of additional insurance depending upon the nature of the events your club elects to participate in. Most municipalities and facility operators are now requiring proof of Liability Insurance listing themselves as a named co-insured in the amount of \$2,000,000. The LCI blanket policy only provides \$1,000,000 of coverage.

Several documents relating to Insurance issues are available from the Multiple District “A” Lions Resource Centre – Lions Clubs Insurance site at <http://resources.mdalions.org>.

INVOICING OF DUES

Club dues are paid to LCI semi-annually, to MDA annually and to the District annually. The amounts invoiced are based upon the number of members your club has reported using MyLCI at the end of December for January invoicing and at the end of June for July invoicing.

ADDITIONAL TRAINING MATERIALS

On Line Club Secretary Course from Club Operations at <http://resources.mdalions.org>

On Line Club Officer Training at; <http://www.lionsclubs.org/EN/member-center/leadership-development/news-train-club-officers.php>

http://resources.mdalions.org/developing_leaders.htm

IMPORTANT (CRITICAL) DEADLINES

July 1 st	- File Form 1 – Return/Notice of Change by an Ontario Corporation with Service Ontario
20 th of Each Month	- If not filing on line (preferred), last day to postal mail the LCI Monthly Membership Report to Lions International
Last Day Each Month	- If not using postal mail, last day to file the MyLCI Monthly Membership Report on line with Lions International (preferred) - last day to file the MyLCI Monthly Activity Report on line with Lions International
August 31 st	- Last day to submit International Semi-annual Dues (you will be invoiced)
September 30 th	- Last day to submit District A15 Dues (you will be invoiced)
October 31 st	- Last day to submit MDA Dues (you will be invoiced)
February 27 th (28 th)	- Last day to submit International Semi-annual Dues (you will be invoiced)
February 28 th	- Club Executive Nominating Meeting to be held in March of each year. Notice to be provided fourteen (14) calendar days prior to the meeting
March 31 st	- Account Balances outstanding more than 120 days with International must be less than US \$20 per member or \$1,000.00 US or the club could face financial suspension.
April 15 th	- Last day to hold elections for Club Officers
April 31 st	- If not filing on line (preferred), last day to update Club Officer Information by mailing PU 101's to DG, Cabinet Secretary and Lions International
May 15 th	- If not using postal mail, last day to update Club Officer Information by on line updating of Club Officers with Lions International (preferred)
June 30 th	- If you have been filing the MyLCI Monthly Activity Report on line, the LCI Annual Lions Activity Report will be completed automatically for you, i.e. you don't need to file an annual report - if you have not been filing the MyLCI Monthly Activity Report on line, you must now file the LCI Annual Lions Activity Report

CLUB SECRETARY TASKS BY MONTH

Every Month:

1. Monthly Membership reporting
 - 1.1. By paper: No Later than the 20th of the month, submit MMR's to International.
 - 1.2. Online: No later than the last day of the month, complete the MyLCI MMR on line.
2. No later than the last day of the month, complete the MyLCI Monthly Service Activity Report on line.

JULY

1. If your Club qualifies for the Club Excellence Award and you have not already done so, submit the application to LCI and forward a copy to the District Governor.
2. Assist your incoming President in the preparation of his program for the year.
3. Prepare Membership cards for all members for the new Lions year. The Membership card should only be dated to the date DUES are paid up to. The MyLCI site at www3.lionsclubs.org contains a Card Printing function in the Club Reports Section.
4. Ensure the Treasurer has someone review the books of accounts for the previous year and prepare a financial statement for that period.
5. Consider the Club Excellence Award – see MyLCI – Lions/Awards/Excellence Awards

AUGUST

1. Attend the Summer Cabinet meeting along with the Club President, 1st Vice President and the Membership Chair. New District Directories are distributed at this meeting.
2. Remind the Club Treasurer that Lions International semiannual dues are to be paid by August 31st.
3. If your Club qualifies for the Club Excellence Award and you have not already done so, submit the application to LCI and forward a copy to the District Governor. The form must be submitted by the Governor to LCI by August 31.

SEPTEMBER

2. In collaboration with your Club President prepare meeting agendas.
3. If not being presented at a Cabinet Meeting, arrange for presentation of Secretary, Treasurer and Membership Chair Awards for the previous year. Consider having a District officer in attendance.
4. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.
5. Remind the Club Treasurer that A-15 dues are to be paid by September 31st.

OCTOBER

1. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.
2. Attend the Fall Cabinet meeting along with the Club President, 1st Vice President and the Membership Chair.
3. Remind the Club Treasurer that MD "A" dues are to be paid by October 31st.

NOVEMBER

1. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.

DECEMBER

JANUARY

1. With the Club President, ensure that your Nominating Committee for next year's Club Executive is in place. **Bear in mind that the time has come where Club Secretaries need basic Internet WEB browsing and Email facility to fulfill the role.**
2. **THE FOLLOWING IS CRITICAL.** In preparation for data collection and reporting for next year's directory by the Cabinet Secretary and others, review all contact information for your Club Members in the LCI database to ensure that it is correct.
3. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.
4. Attend the Winter Cabinet meeting along with the Club President, 1st Vice President and the Membership Chair.

FEBRUARY

1. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.
2. Remind the Club Treasurer that Lions International semiannual dues are to be paid by February 28th.
3. If your Club is a recipient and it is not being or has not been presented at a Cabinet Meeting, arrange for presentation of the Club Excellence Award by a District officer.
4. If your Club wishes to enter the District A-15 Bulletin Contest, submissions are due by February 28th. Refer to the A15 Directory for criteria.

MARCH

1. If held this month, assist the Club President in preparing a report for (if required) and attend the Zone and/or Region Meeting(s) along with the Club President, 1st Vice President and Membership Chair.

2. Based upon the notification received from Cabinet, select voting delegates and alternates to the District A-15 Convention.
3. Check with the Treasurer to ensure that the Club is not in arrears to Lions International, District or Multiple District "A" 15 days prior to the Convention.
4. Verify the accuracy of the contact information for ALL Club members in the LCI database via the MyLCI on line site. You are the only one who can correct any errors in this data and it is the central source of all Lions Member and Club contact information.

APRIL

1. **CRITICAL.** With the Club President, ensure that elections for next year's Club Executive are completed **no later than April 15th.**
2. **CRITICAL.** Your Club's Officer Information must be updated with International **no later than May 15th.** You may file online at MyLCI / My Lions Club / Officers or by mailing a completed PU101 form via Canada Post. **If filing by post, send copies to the District Governor and Cabinet Secretary.**
3. **CRITICAL.** If you have a **CLUB** Canada Post mailing address and it has changed, Email the Cabinet Secretary the new correct address **no later than April 31st.** Note that this is NOT a Club Officer's address. It is the permanent Canada Post address for your Club if you have one. Not all clubs do.
4. **CRITICAL.**
All clubs must update their Not-For-Profit Incorporation Files within 15 days of the election of new officers and/or directors. You need to complete Form 1 – Initial Return/Notice of Change by an Ontario Corporation of the Corporations Information Act. This form may be obtained on line by going to Services Ontario under Companies.
5. If held this month, attend the District Convention and Spring Cabinet Meetings along with the Club President, 1st Vice President and Membership Chair.

MAY

1. If held this month, attend, the A15 Leadership Seminar along with the President, Treasurer and Membership Chair,
2. Don't report who attended the A15 Leadership Seminar (usually held in May) until your July District A15 Activity Report.
3. If held this month, attend the District Convention and Spring Cabinet Meetings along with the Club President, 1st Vice President and Membership Chair.
4. If awarded by your Club, order a Past President Pin, a Past Presidents Plaque, Member's 100% Attendance Pins and any other Club Awards or Recognitions you require from Lions International for presentation at the new Executive installation night usually held in June.

JUNE

1. This month's report is essential as International Dues for the upcoming year and membership information for the next year's directory are taken from this report.
2. No later than the last day of the month, complete the MyLCI Monthly Activity Report on line.
3. If you have not been filing the LCI Monthly Activity Report on line, you will have to complete the Annual Lions Activities Report. This report is completed automatically for you if you have been filing on line monthly.
4. If required, have a special meeting with the new Executive to ensure that the signing authorities at your Bank are changed, that email and other addresses have been changed and that everyone knows who will be doing what on July 1st.
5. Attend the Final Cabinet meeting along with the Club President, 1st Vice President and the Membership Chair.
6. There are a number of awards that the Club must apply for if desired.
 - a. 100% Club Secretary
 - b. 100% Club Treasurer
 - c. Proud Lion
 - d. Art Woods Golden Tree Award
 - e. Club Excellence Award
 - f. Club Visitation Award

All awards are listed with criteria on the www.a15lions.org web site under

Administration

7. File regular and directors meeting minutes, attendance records, correspondence and other related documents for the past year in the proper storage files.
8. **CRITICAL:** Your Club has been assigned an Email Address which remains the same from year to year and is published in the District Directory.
 - a. If the Club Officer designated, as the auto-forwarded recipient of Club Email will be changing on July 1st, ensure that the necessary changes are made following the instructions sent to you by either the Cabinet Secretary or the Information Technology Chair.
 - b. If there are changes in the Club Officers who will be logging into the Club's District Email account, ensure that the new Officers are instructed on how to do so and consider changing the account password.

EMAIL CONSIDERATIONS

Please refer to the following separate document which is available on the District A-15 Website under District Admin / Publications & Forms /Use of Technology/ A15 E-Mail Systems Guide

THE CREATION OF MINUTES

Good minutes are concise but complete, easy to read, predictable in their structure and make it easy to find specific information in the future. There is no single correct format. What matters is that the format serves the needs of your club. Consider the following suggestions when deciding on the structure of and creating your minutes.

Work from a clear agenda, agreed upon by you and your president in advance of the meeting.

If possible, distribute the agenda in advance of the meeting.

Use a consistent template. Over time this predictable document structure makes it easier for all who refer to your minutes.

In general, include: the organizations name, meeting date, meeting time, members in attendance, call to order, names of any guests, motions to adopt the agenda and approve the past minutes, a record of correspondence and its disposition, business arising from the last meeting, reports of all committees and/or event chairs, new business, adjournment.

You do not want a transcript of the meeting. What you want is a clear indication of what was discussed, major points of view raised but not who said what, along with any decisions, actions taken or motions passed.

Always assume that your minutes may become publically available and in this day of privacy protection avoid the use of personal information without losing the meaning, importance and context of what was said.

You can avoid errors of omission if you request that committee reports be submitted in advance in writing. They can be added to the agenda for all to read in advance of the meeting. Discussion during the meeting will proceed more quickly and you can then edit or supplement as needed after the meeting.

For each motion, list the complete wording of the motion and the outcome of the motion (approved, defeated, tabled). You may also include the name of the person making the motion, but it's not necessary. If you do decide to include names, be consistent and include them for all motions.

Complete your minutes as soon after the meeting as is practical while the meeting is still fresh in your mind.

If motions have been passed which dictate ongoing future action, i.e. they become a club policy or procedure add them to your (or create a) Club Policy and Procedures manual and carry this with you to all meetings for reference.

MyLCI PROCEDURES

1. New and old users of MyLCI are strongly urged to read all of the documents under the Resources and How Do I... headings on the right side of the Welcome to the LCI Logon Page BEFORE Logging in. Doing so will answer many of the inevitable questions that arise before you even realize you have those questions!
2. Once logged in, new and old users of MyLCI are strongly urged to access the Support Center drop down menu of the MyLCI Home Page. Many difficulties can be avoided by accessing the Training Area before you begin working with your Club's real data.
3. MyLCI Access Information
In order to use MyLCI at <http://www.lionsclubs.org>, the outgoing Club Secretary must have updated your Club Officer Information by May 15th.
 - 3.1. Finding the Log on Page - Navigate to the association's web site at <http://www.lionsclubs.org>, select the Submit Reports link at the top of the page. On the next page, select the Lion Officers Login Here link.
 - 3.2. New Officers - Incoming officers will be able to create their own user name and password to MyLCI. On the log on page, click "New User? Click here to Register Now" and follow the onscreen prompts to select a user name and password. You will be asked questions to confirm your identity. You will also be required to provide a unique e-mail address.
 - 3.3. You will only have one password - If you hold more than one office (e.g. club president and district governor), you will only register for one password. After you log on with your new password, you will be prompted to select the role you will use for your computer session.
 - 3.4. Continuing Officers - if you held the position in the last Lions year you will keep your password and will not have to register again.
 - 3.5. Forgotten Passwords - If you forgot your password, click "Forgot your User Name or Password? Click here." on the log on page and answer one of your security questions. If you have not registered yet, you will be required to do so at this time.
4. In general, to submit a Monthly Membership Report, review or change Member Information
 - 4.1. Login to MyLCI at <http://www.lionsclubs.org>
 - 4.2. Click on Submit Reports
 - 4.3. Click on Lion Officers Login Here. *Consider bookmark this page for faster access in the future.*
 - 4.4. Enter your Member Number and Password.
 - 4.5. In the My Members pane, select More Membership.
 - 4.6. To add a new or returning member or to transfer a member (see #6 below), select the Add Member drop down menu.
 - 4.7. To report no membership activity, select the Report No Changes for Month drop down menu.
 - 4.8. To review and/or edit member data or to drop a member, select the member's

name on the list and then in the expanded member window select Edit Member, Drop Member or Create Family Unit.

5. All Lion contact information used throughout Lions is obtained from the LCI Member database. Review the Membership information for each Club member and update where necessary. Lion Magazine uses the address stored here. The District Cabinet Secretary uses this information to create the annual District Directory.
6. Before you may transfer a Lion into your Club, the Previous Club MUST first Drop the member from their club using the Drop Reason “Drop Transferred in Good Standing”.
7. In general for the following: to review or update Club Information, review or update Club Officers, create or change Family Units, issue and track invoices, review or update Branch Club information, review District Officers information submit, review or print various Club level reports including the Monthly Activity Report
 - 7.1. Login to MyLCI at <http://www.lionsclubs.org>
 - 7.2. Click on Submit Reports
 - 7.3. Click on Lion Officers Login Here. *Bookmark this page for faster access in the future.*
 - 7.4. Enter your Member Number and Password.
 - 7.5. Select the appropriate My Tasks, My Club, My Info, My Service Activities or My Officers pane.
 - 7.6. Follow the onscreen instructions.

WHY? (IS THIS HAPPENING)

1. ***Why is a Lion not receiving their Lions magazine?***
The LCI Member Information database does not have or has incorrect mailing address information on file for that Lion. Only the Club Secretary or President can correct this.
2. ***Why does the District Directory contain incorrect contact information?***
The LCI Member Information database has incorrect information on file for you. The LCI Member Information database is the primary source of all contact information used by the editors of the District Directory. Only the Club Secretary or President can correct this. If you did not correct the proof copies of the Directory information prior to our going to print, there will be errors.
3. ***Last year I gave the DG, the Cabinet Secretary, the WEB Master etc. my correct contact information and the correction was posted on the WEB site. Why is it wrong again this year?***
The LCI Member Information database has incorrect information on file for you. The LCI Member Information database is the source of ALL contact information used by the editors of the District Directory. Only the Club Secretary or President can correct this. If you did not correct the proof copies of the Directory information prior to our going to print, there will be errors.
4. ***Why haven't Club Officers or Voting Cabinet Members been able to create their Login ID and Passwords to MyLCI for the current Lions Year?***
 - (a) The LCI Member Information database does not have or has incorrect contact information on file for them. Only the Club Secretary or President can correct this.
 - (b) Your Club Officer Information has not been updated on line or your postal mailed PU-101 Form has not been received at LCI. This information was to be filed no later than May 15th. Only the Club Secretary or President can correct this.
 - (c) The LCI District Information database has not been notified of the Cabinet assignments for the current Lions Year. This was to have been completed no later than May 15th. Only the incoming District Governor can correct this.
5. ***Why is the mailing address for our Club incorrect in the District Directory and/or on the District's WEB site?***
Note that this is NOT a Club Officer's address. It is the permanent Canada Post address for your Club if you have one. Not all clubs do. Unless you direct the Cabinet Secretary to change this information no later than May 1st, the information does not change in the Directory or on the WEB site from one year to the next.
6. ***Why are our Club Officers not receiving communication from District, Multiple District and International?***
 - (a) The LCI Member Information database does not have or has incorrect contact information on file for them. Only the Club Secretary or President can correct this.
 - (b) Your postal mailed PU-101 Form has not been received at LCI or your Club Officer Information has not been updated on line. This was to have been completed no later than May 15th. Only the Club Secretary or President can correct this.
 - (c) For email sent to the District assigned club email address you have not configured or updated the auto-forwarding address for Email received in your District assigned Email account.
 - (d) Whoever is monitoring your District assigned email address or having that mail forwarded to them is not forwarding that mail to the appropriate parties.

QUICK LINKS

SITES

District A-15, Main	www.a15lions.org
District A-15, Admin Forms	District Admin/Publications at www.a15lions.org
Multiple District "A"	www.mdalions.org
Lions International, Main	www.lionsclubs.org
MDA Lions Resource Centre	http://resources.mdalions.org/
Lions International, Reporting	https://mylci.lionsclubs.org
LFC	www.dogguides.com
LCIF	www.lcif.org
Lions Quest	www.lionsquest.ca
MDA Lion Magazine	www.mdalions.org/thelion OR http://thelion.mdalions.org
Awards & Recognitions (Club or District)	District Admin/District Awards at http://www.a15lions.org
Awards & Recognitions (Non Club or District)	http://resources.mdalions.org/recognition.htm
On-Line Club Officer Training	http://www.lionsclubs.org/EN/member-center/leadership-development/news-train-club-officers.php OR
	http://resources.mdalions.org/developing_leaders.htm

DOCUMENTS

A15 Email Accounts Guide	District Admin/District Publications at http://www.a15lions.org
A15 Email Best Practices	District Admin/District Publications at http://www.a15lions.org
Annual Email Transition Instructions	District Admin/District Publications at http://www.a15lions.org
A15 Lions Forums User's Guide	District Admin/District Publications at http://www.a15lions.org
A15 Web and Electronic Communication Policy	District Admin/District Publications at http://www.a15lions.org
A15 Constitution	District Admin/District Publications at http://www.a15lions.org
A15 Standing Policy	District Admin/District Publications at http://www.a15lions.org
A15 By-Laws	District Admin/District Publications at http://www.a15lions.org
A15 Convention Policy	District Admin/District Publications at http://www.a15lions.org
A15 New Member Orientation	District Admin/District Publications at http://www.a15lions.org
A15 Officer Nomination Form	District Admin/District Publications at http://www.a15lions.org
A15 Cabinet Minutes	District Admin/District Cabinet at http://www.a15lions.org
A15 District Newsletters	District Admin/District Publications at http://www.a15lions.org
A15 Leaders Notes	District Admin/District Publications at http://www.a15lions.org
A15 District Awards	District Admin/District Awards at http://www.a15lions.org
Club Election Guidelines	MDA Lions Resource Centre/Club Operations at http://resources.mdalions.org
Developing Club Websites	District Admin/District Publications at www.a15lions.org/forms.html
MDA Club Secretary's Handbook	District Admin/District Publications at http://www.a15lions.org
LCI Club Resource Center	www.lionsclubs.org/EN/member-center/managing-a-club/club-resource-center.php
LCI Membership Application	District Admin/District Publications at http://www.a15lions.org
LCI's Club Officers Manual	District Admin/District Publications at http://www.a15lions.org
Non-District Awards	MDA Lions Resource Centre/Awards & Recognition at http://resources.mdalions.org
Standard Form Lions Club Constitution	www.lionsclubs.org/EN/common/pdfs/la2.pdf
A15 Volunteer Screening and Police Check Policy	District Admin/District Publications at http://www.a15lions.org
Lions of Canada Fund – LCIF Donation Form	District Admin/District Publications at http://www.a15lions.org