



# The Club Secretary Handbook

“Roles and Responsibilities”

CLUB OFFICER HANDBOOK – SECRETARY  
A Multiple District A Club Resource Document

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# Lions Clubs International

## Purposes

**TO ORGANIZE**, charter and supervise service clubs to be known as Lions clubs.

**TO COORDINATE** the activities and standardize the administration of Lions clubs.

**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.

## Code of Ethics

**TO SHOW** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

**TO SEEK** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

**TO REMEMBER** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

**WHENEVER** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

**TO HOLD** friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

**ALWAYS** to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

**TO AID** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

**TO BE CAREFUL** with my criticism and liberal with my praise; to build up and not to destroy.

## What is the Club Secretary?

The club secretary is an elected club officer whose role, as the key communication point of the club, is very important to the present and future success of a club.

The club secretary is also a member of the club's board of directors.

A Club's Board of directors usually consists of the:

- President
- Immediate Past President
- Treasurer
- Secretary
- Vice President(s)
- Lion Tamer
- Tail Twister
- Directors
- Membership Director
- Others according to Constitution

The club secretary position is under the supervision and direction of the club president as well as fellow members of the board of directors.

- The club secretary is the key communication link between the club, club's district, and the association.
- The Secretary is responsible for '*All correspondence*' which includes: questions from the public, correspondence with the district and Lions Clubs International Headquarters, notifications from club members and other types of correspondence.
- Advisory Committee Member - The club secretary cooperates with, and serves as an active member of, the district governor's advisory committee of the zone in which the club resides.
- As an Advisory Committee Member the Secretary
  - Attends zone or region meetings of the committee
  - Assists in compiling reports in preparation for advisory committee meetings
  - Assists with preparations if the club is chosen to host a zone meeting

### PREPARING FOR YOUR YEAR

- If you have any questions, you will find that your Cabinet Secretary, or last year's Club Secretary will be able to help you.
- You will receive information from various sources throughout the year. (Lion and Non-Lion) Read what you can and be sure to pass on pertinent information to the rest of the club. You are sometimes the only officer receiving certain information.
- Be sure to attend the Club Officer Training that will be provided by your District in the late spring or early summer.
- Review all records and information with the outgoing Club Secretary. Make sure he/she has time to get them updated before giving them to you. Be sure the club membership roster is up to date and accurate.
- Go the MYLCI training site to explore how to login, and input and correct data about your club. At times training webinars are offered about Secretary Training.

To locate Times and listings for Webinar training by going to the LCI website:

[Home > Member Center > Leadership Development > Development Programs > Webinars](#)

- Create new membership cards at the LCI WMMR site. Instructions are listed later in this document. Revise any club stationary to reflect the new officers
- Set up the membership ledgers for each club member so you can track their awards and activities during the year.
- If the club has a post office box, get a key so you can pick up the mail, or know who is getting it. All information for the club officers will come to the address listed on the PU-101.
- It's good to pass around a sheet once or twice a year to confirm member information. Then, you can make the necessary changes at LCI and the MD office.
- Check the club supplies at the LCI website so you know what is there, in case you will need something later in the year. Check your holding of supplies ( new member kits etc.) and order if necessary.
- Talk to the president about how meetings are going to be run and what his expectations of you are.

### **Correspondence (Communication)** **THE PASSAGE OF INFORMATION IS CRITICAL!!**

Since the secretary is the key communication link, constant and efficient communication is vital. The club secretary is the officer in charge of responding to all requests and inquiries.

Note - The club secretary should meet with the club president at the beginning of their term to discuss how correspondence will be answered, kept and reported.

It is important that correspondence responses are immediate, prompt and appropriate.

- **Immediate** – The club secretary should discuss, with the club president, a time-frame goal for responding to correspondence. When responses are delayed opportunities can be missed and clubs can seem disorganized or unreliable.
- **Prompt** – the club secretary is in charge of reports and other communication with deadlines and requirements. Not communicating promptly can lead to club status changes and missed opportunities for club involvement or recognition.
- **Appropriate** – all communication from the club should be professional and use proper language.

When writing about a legal or constitutional matter exact quotation from the appropriate constitution and by-laws should be used.

Keeping written communication organized is a very important part of the club secretary role. Organization is very important to the role of the club secretary as they are the club information resource center.

- How communication is organized will be decided at the beginning of the term through a discussion with the club president and/or club officers.

Note - It has been found that keeping club records of correspondence in one file is an efficient way of keeping track of communication throughout the year.

When working with the president on responding to communication:

- Provide copies of all correspondence to the president or appropriate person.
- During the beginning of the year term discuss routine correspondence and what can be answered without the president's input.
- The president will review and advise if subsequent action is necessary
- The secretary may be requested to respond on president's behalf or the president may respond personally.

The club secretary may also assist with public relations for the club.

## Reports

The club secretary is responsible for completing and filing reports. It is also the club secretary's responsibility to know the due dates of reports and to ensure they are submitted on time.

The following are reports the club secretary should be aware of:

- **Monthly Membership Report** – International (and District) – Electronic or manual
- **Activities report** International (and District) - Electronic or manual
- Reports as specified by the association
- **Charter member report**
- **Transfer member form**

**Additional reports include:**

- **Club Officer Report** (PU-101) after elections- important
- **Report other elected individuals**, i.e. convention delegates and alternates
- **Club Roster**
- Submit reports to the district governor's cabinet, as requested
- Includes copies of monthly membership and monthly activities reports
- Club Excellence Award **Application**
- Attendance at Zone Advisories, Region Meetings, Conventions



**Some reports are prepared as needed:**

- **Necromancy** - report of the death of a member – to the Cabinet Secretary with notification of death and details. See the Sample Bereavement Fan-out Diagram. Send out sympathy cards
- **Oral reports** (concise, factual and to the point)
- As specified by club president

### Monthly Membership Report

The monthly membership report reports the club's membership for the month. This includes member losses and gains.

- For clubs that report online through the WMMR system, transactions must now be entered by the **last day of the current month**.
- For clubs that file paper MMR reports, they must submit paper MMRs to LCI by the **20th of the current month**.

### **Monthly/Yearly Club Activity Report**

- Keeping records of a club's activities and donations is the responsibility of the club secretary.
- Usually this information is reported through the MYLCI website at LCI
- A club secretary without electronic resources may have to submit paper copies of activity and membership reports.
- Enter Activities as they occur – saves time at the end of the month.

### **Who Receives Monthly Reports? (Varies by District)**

- Lions Clubs International
- District Governor
- 1<sup>st</sup> Vice District Governor
- 2<sup>nd</sup> Vice District Governor
- Regional Chairperson
- Zone Chairperson
- Club President, Bulletin Editor
- **Note: All Elected and some Appointed Officials at the District level and the President and Treasurer at the club level have access to all Monthly Membership and Activity Reports by accessing the MyLCI (WMMR Reporting System) at LCI**

### **Charter Member Form**

- New Charter Members may be added to the new club within 90 days of the charter date.
- Use the Charter Member Form to report additional charter members or dropped charter members during this period.
- Members added after the charter period should be reported as regular members using the Monthly Membership Report.

### **Transfer Member Form**

- For a transfer to be completed, two activities must take place—a drop from one club and a transfer into another.
- A drop from one club must happen first; a transfer into a new club must happen second.
- Club secretaries are responsible for reporting drops and transfers in their respective reporting system (MMR or WMMR). Submitting a transfer form to LCI does not ensure member transfer.

### **Club Reporting Form (PU101)**

This form is used to report the names and addresses of your newly elected club officers to International Headquarters. This is extremely important.

- Submit to international headquarters immediately following your club elections in **April**. Send also to the District Secretary.
- The final deadline is **May 15**
- You must notify the District Governor/District Secretary of the election results so that the District Directory for next year may be printed

### **Club Roster - Is maintained by the Club Secretary (locally and at the LCI website)**

- Identifies all members of your club and their information
- Information needs to be kept up to date
- Canvas members periodically for changes
- Can be printed out on the International website

## **MYLCI**

To access "MyLCI," click on \* the "Submit Reports" link at the top of the association's main page. <https://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx>

- As club secretary, you have access to the association's membership website. This site has a new name and is now called "MyLCI." The name was changed because it is now so much more than a membership reporting tool.
- On the website you will be able to:
  - Add, Delete and transfer members
  - Update member information, set Service Activity goals
  - Download club information – rosters, membership cards, attendance forms
  - Submit, and edit the PU101 report for Club Officers
  - Track club bills from LCI
  - Submit the Monthly Service Activity Report
  - There are also several features of the site that are intended to help clubs promote themselves.
- **Support Center**  
[mylci@lionsclubs.org](mailto:mylci@lionsclubs.org)  
630-468-6900  
8:30 AM – 4:30 PM Chicago time
- Web Monthly Membership Reporting Guide  
[http://www.lionsclubs.org/EN/common/pdfs/wmmr\\_reference\\_guide.pdf](http://www.lionsclubs.org/EN/common/pdfs/wmmr_reference_guide.pdf)

## **Records**

In addition to keeping track of correspondence, the club secretary also has custody of, and maintains, the general records of the club.

Meeting minutes are one example of club records that need to be maintained and may be requested.

Records the club secretary will maintain either in paper or electronic files include:

- Club Activities Report/Club Membership Reports
- Dues/Invoices
- Attendance (needed for Perfect Attendance Awards (see Attached Sample Makeup Policy)
- Bulletins/Newsletters
- Club roster/member information/Committee Assignments – No member info is to be sent to outside agencies without the approval of the Board
- Correspondence (all) District, Region, Zone, Club
- Awards/pins
- Club meetings/minutes





- Monthly Membership Report
- Conventions/Elections
- Minutes – Board and Regular meetings
- Special Events – Car Rallies, Walks

Additional records the club secretary will maintain include:

- Committee appointments and elections
- Member information, including addresses and telephone numbers
- Club supplies – pins, stationary, new member kits, peace poster kits if necessary

Establishing a well-organized filing system is one of the most important responsibilities of the secretary. At the beginning of the year, the president and secretary discuss how records will be kept.

- Record keeping should be simple and logical so records can be easily recovered when they need to be updated or reviewed.

## **Club Directory**

The Club Directory is an invaluable tool for every member in the club to pass on information and communicate. Spelling and accurate information is a must. The directory should be updated as changes in member's information occur. A Directory might include:

- Basic information such as the Club's meeting place and times of the regular and board meetings.
- A list of the Club Officers and Board of Directors
- Member information to include: Name, wife's name, address, telephone numbers (Home, business, cell and fax), birthday, anniversary, email address
- A list of the Past Presidents of the club
- Contact information for the District Governor, 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG, Region Chair and Zone Chair
- A listing of the important dates for the Lion Year
- Awards received by current members
- A small yearly calendar showing meeting dates, visits by Elected Officials (DG etc.)
- A list of the Club's Committee showing Chairs and Members
- Canvas members periodically for changes
- Can be printed out on the International website
- Remember to update any member information changes on the LCI Website



## Board and Regular Meetings

The club secretary is an integral part of club meetings, both in preparation and during the meetings. The secretary creates agendas in conjunction with the president. The agenda should be prepared in advance and distributed to members prior to the meeting. The club president has final approval on the agenda. Agendas will vary from meeting to meeting. A general agenda includes (but is not limited to)

### Agendas (Sample)

Agenda formats vary from club to club and must be tailored to meet your club's individual needs. Usually the Secretary draws up the agenda in advance and submits it the President for approval. A typical club meeting or board of directors meeting format might look something like the one below:

- **Call to order** by president
- **National Anthem, Toasts, Lions Invocation - optional**
- **Introduction** of guests
- **Meal** - Optional
- **Program** (guest speaker, entertainment, etc.) may either precede or follow the business portion
- **Reading and approval of minutes** of previous meeting – discussions, amendments – a motion for adoption should be moved and seconded and voted upon for approval after asking for further discussion. Record whether the motion was carried or defeated.
- **Treasurer's report** - discussions, amendments – a motion for adoption should be moved and seconded and voted upon for approval after asking for further discussion. Record whether the motion was carried or defeated.
- **Correspondence report by Secretary**
- **Business arising**
- **New business**
- **Committee Reports – Upcoming Events – Announcements – For the Good of Lionism**
- **Adjournment** – this is not debatable. It ends business for the evening.

The secretary is also responsible for:

- Notifying participants of meeting times and location.
- Recording attendance, make-up meetings and any awards presented.
- Recording minutes during club meetings, and making them available to the membership either in paper form or electronically by email or posting on the e-clubhouse site.

Some things to consider when recording meeting minutes:

- Use appropriate language and documentation to ensure accurate minutes
- Prepare meeting minutes as soon as possible following the meeting
  - Officers should review the completed minutes
  - Following review, minutes should be sent promptly to all members
  - **BACKUP YOUR ELECTRONIC FILES CONSTANTLY**

- **Although most Secretaries use an electronic means of storage for their minutes, a paper copy should also be generated for the files.**

## **Dues**

The club secretary works with the club treasurer to assist with collection of club dues. With the club treasurer, arrange to issue notices or statements to members for dues and other financial obligations owed to the club.

- These will be quarterly, semi-annual, or yearly statements.
- After collection, give dues to club treasurer and obtain a receipt.
- You may print membership cards from the International web site MyLCI (WMMR).

## **Banking**

This varies from club to club. Often times, the Secretary is one of the signing authorities for the club accounts.

- The Secretary or Treasurer should go to the bank and obtain signature cards for the newly elected officials that will take office on July 1<sup>st</sup>.
- Present the bank with a letter signed by the club president and treasurer authorising the new signatories to the accounts. They must list the new signers and the relevant information required by the bank to accomplish this task. Signers will probably have to have their signature cards filled out and signed in the presence of a bank official.

## **Incorporations (Ontario Only)**

If your club is incorporated, the Secretary must inform the Ontario Ministry of Government Services of the change in the Corporation Officials. This is accomplished by filling out and sending in “**Form 1 – Ontario Corporation Initial Return/Notice of Change**” along with “**Schedule A – Director/Officer Information**”. These forms tell the Ontario Government who the new Club Officers are. These forms are filled in after July 1<sup>st</sup>, when the newly elected officers begin their term.

## **Leadership**

As one of the officers in the club, club members will look to the secretary for guidance, information and to help solve problems.

- It is important for an officer in a leadership position to communicate effectively.
- On the Lions Clubs International Web site there are courses available to learn leadership and communication skills:
  - Leadership course
  - Public Relations course

## Remember

As discussed, the secretary position is a vital officer position in a club. To be effective in the club secretary position, remember:

- Be familiar with each of the following publications:
  - Club Officer Manual
  - Standard Form Lions Club Constitution and By-Laws
  - Standard District Lions Club Constitution and By-Laws
  - International Constitution and By-Laws
- Send reports promptly and accurately
- Keep accurate minutes and attendance records
- Issue meeting notices
- Prepare for and attend Zone/Region meetings
- Keep organized throughout the year
- Share information with the club that is received from the Zone Chair, Region Chair, District Officials, Multiple District Officials, Lions Clubs International Headquarters or Lions Clubs International Foundation
- Order new member pins and kits

## End of Term

When the secretary's one-year term is over they will help the new secretary begin their year. There are some final items that need to be completed prior to the transition.

- Give bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors
- Ensure all reports have been filed
- Review records for accuracy and placement
- Apply for the Club Excellence Award
- Maintain accurate awards records and order awards
- Submit Annual activities report (A-1)
- Apply to LCI and District for members and club awards



## Resources

Throughout the year the club secretary may have questions or feel they need guidance in order to be effective in their role.

Some **human resources** available for the club secretary might include:

- Past secretaries of their own club or other club secretaries
- District Secretary
- Club officers
- District Global Leadership Team chairperson
- Lions Clubs International personnel

**Written or Electronic Publications** might include:

- Constitution - International Association of Lions Club Constitution and By-Laws ([la1.pdf](#))
- Constitution - Standard Club Constitution and By-Laws ([la2.pdf](#))
- District Constitution
- Club Constitution
- Club Officers Manual ([la15.pdf](#))
- WMMR Reference Guide ([wmmr\\_reference\\_guide.pdf](#))
- Ceremony for Installation of Officers ([le1.pdf](#))
- Club Election Guidelines ([lg22.pdf](#))
- Induction Ceremony Suggestions ([me22.pdf](#))
- The International Visitor - A Hosting & Protocol Guide ([pr768.pdf](#))
- Lions Clubs International catalog (Club Supplies) online
- Club archives
- Roberts Rules of Order

### Web

Lions Clubs International

<http://www.lionsclubs.org/EN/index.php>

Multiple District "A"

<http://www.mdalions.org/pages/index.php>

### Lions Clubs International Divisions

**Club Supplies and Distribution Division (630) 203-3822**

**E-mail: [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org)**

Club Supplies Sales Department, (630) 203-3822

Shipping and Inventory Control, ext. 6720

**District and Club Administration Division (630) 571-5466, ext. 6828**

**E-mail: [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)**

This division assists districts and clubs with administrative matters, including the distribution of manuals for district and club officers. This division is also responsible for the association's 11-language translation operations. Inquiries about the following should be addressed to each language department.

Club status quo and rebuilding; Club cancelation and reinstatement; Single club transfers; Redistricting Club mergers; Club and District Team Excellence Awards; Certified Guiding Lion Program; E-Clubhouse Departments

**English Language, ext. 6919 or [EnglishLanguage@lionsclubs.org](mailto:EnglishLanguage@lionsclubs.org)**

## **Extension and Membership Division (630) 468-6710**

**E-mail:** [extension@lionsclubs.org](mailto:extension@lionsclubs.org)

This division is responsible for administering all membership growth and extension programs, with the organization of new clubs, new countries and geographical areas. Membership growth programs are designed and implemented, membership support materials are prepared and distributed and marketing membership data is reviewed, surveyed and quantified to promote and market the association's programs.

Membership and New Club Development Department

Club Excellence Process, ext. 3845 or [clubexcellenceprocess@lionsclubs.org](mailto:clubexcellenceprocess@lionsclubs.org)

Extension Workshop Program, ext. 3845 or [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)

Global Membership Team, ext. 3845 or [gmt-glt@lionsclubs.org](mailto:gmt-glt@lionsclubs.org)

Membership and New Club Operations Department

Chevrons, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

Club Promotional Materials, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

New Club Inquiries, ext. 3831 or [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

Member Induction, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

Membership Key Awards, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

**Membership Publications, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)**

Transfer Member Form, ext. 3831 or [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

**Membership and New Club Programs Department**

Family Certification Processing, ext. 3830 or [stats@lionsclubs.org](mailto:stats@lionsclubs.org)

Family Membership Program, ext. 3846 or [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org)

Family Program Billing, ext. 3830 or [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org)

Leo to Lion Program, ext. 3846 or [leo2lion@lionsclubs.org](mailto:leo2lion@lionsclubs.org)

Lioness Conversion Program, ext. 3846 or [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org)

Lions Family Cub Program, ext. 3846 or [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org)

President's Retention Campaign, ext. 3846 or [retention@lionsclubs.org](mailto:retention@lionsclubs.org)

Women's Initiative, ext. 3846 or [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org)

Worldwide Induction Day, ext. 3846 or [inductionday@lionsclubs.org](mailto:inductionday@lionsclubs.org)

## **Information Technology Division (630) 203-3844**

**E-mail:** [it@lionsclubs.org](mailto:it@lionsclubs.org)

The Information Technology Division plans, organizes and controls the overall activities of computer equipment throughout the entire organization. This includes hardware, software, systems analysis, programming, data entry, and the preparation of various financial, statistical, inventory and membership reports. The division handles all membership reports and is responsible for maintaining all club records on computer equipment. It also maintains club officer records.

Departments:

Lions International Stamp Club liaison: (630) 203-3844

Information Systems: [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org)

**My LCI - WMMR Online Monthly Membership and Service Activity Reporting – technical support and registration information: [WMMR Information Page](#) or (630) 468-6900**

**Club Officer and Record Administration: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)**

**(630) 203-3830**

Services Include:

Address changes/club officers and chairpersons; Address labels

Officer Reporting Forms (PU-101); Deceased membership; Eulogies; Honorary/Privileged members

Life membership; Address change – club members; Certification of convention delegates; Member

lists/member status; Club histories; Magazine – address change/non-receipt

Magazine – special subscriptions; MMR reports (completed); Membership register requests;

Reinstatement of Lions

Roster/club ; Roster/disbanded club ; Necrology service; Voting list, District and MD conventions

[Lions International Stamp Club](#)

**Service Activities Phone: (630) 571-5466, x 287**

**Fax: 630-571-1692**

**E-mail: [programs@lionsclubs.org](mailto:programs@lionsclubs.org)**

The division is responsible for the following international programs.

Adopted Service Programs of Lions Clubs International

Online Activity Report

**Youth Programs**

**(630) 571-5466**

**E-mail for the Leo Club Program: [leo@lionsclubs.org](mailto:leo@lionsclubs.org)**

**E-mail for the Lions International Youth Camp and Youth Exchange Programs:**

**[youthexchange@lionsclubs.org](mailto:youthexchange@lionsclubs.org)**

The Leo Club Program

Lions International Youth Camp and Exchange Program

Young Leaders in Service Program

Diabetes Awareness including the Strides Program

Hearing and Speech Action and Work with the Deaf Program; Hearing Aid Recycling Program

Lions Eye Banks; Lions Eyeglass Recycling Centers

Lions Services for Children Program; Sight Conservation and Work with the Blind Program

**Program Development Department**

**(630) 571-5466, x 316**

**E-mail: [programs@lionsclubs.org](mailto:programs@lionsclubs.org)**

Environment program including the [Lions Green Team](#) and the [Lions Environmental Photo Contest](#)

[International Relations](#) programs including the [Lions ALERT](#) and the [Lions Emergency/Non-Emergency](#)

[Assistance](#) programs

[International Club Twinning](#) program; [Lions Day with the United Nations](#) program

**Lions Clubs International Foundation Division (630) 468-6901**

**E-mail: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)**

Lions Clubs International Foundation (LCIF) is the grant-making arm of Lions Clubs International. LCIF supports the efforts of Lions around the world in serving their local communities and the world community through humanitarian service projects.

The LCIF office: Processes donations and donor recognition

Executes grants approved by the Board of Trustees; Manages development efforts

Directs a public relations program providing support to Lions and information about LCIF to the public

For additional information, please contact the appropriate department within the Foundation:

Humanitarian Grants, (630) 468-6769

Donations and Donor Recognition, (630) 468-6872

Communications, (630) 468-6887

Division Administration & General Inquiries, (630) 468-6901

Development, (630) 468-6829 ; Financial Analyst, (630) 468-6775

Lions Quest, (630) 468-6960

## Forms

The vast majority of forms required by the Secretary can be found on the LCI website under Member Centre - Resources . Some of the required forms are listed below.

- Lions Club's Officer Reporting Form ([pu101.pdf](#))
- Application for Life Membership ([CLM.pdf](#))
- Club Supplies Order Form ([m74.pdf](#))
- Lioness Conversion Program ([lp3.pdf](#))
- [Monthly Membership Report \(WMMR\)](#)
- [Monthly/Yearly Activity Report \(WMMR\)](#)
- Reinstated Lions Service Credit ([reinstate.pdf](#))
- CLUB EXCELLENCE AWARD APPLICATION ([DA1.PDF](#))
- ETHICAL STANDARDS AND CONDUCT POLICY ([LG414.PDF](#))
- LCIF DONATION RECOGNITION PROGRAMS ([LCIF42R.PDF](#))
- THE MELVIN JONES FELLOWSHIP AND APPLICATION FORM ([LCIF42M.PDF](#))
- Award Record ([m33sa2.pdf](#))
- Cash Receipts ([m33ha.pdf](#))
- Guest Register ([m33j.pdf](#))
- Member Attendance ([m33g.pdf](#)) may also be downloaded at the WMMR site
- Member Ledger ([m33gba.pdf](#))
- Member Record ([m33sa.pdf](#))
- Minutes of Board of Directors Meeting ([m33b.pdf](#))
- Minutes of Regular Club Meeting ([m33c.pdf](#))
- Record of Committee Appointments ([m33f.pdf](#))
- Monthly Membership Report ([c23a.pdf](#))
- LCI Membership Application ([me6b](#))
- Reinstated Lions Service Credit ([reinstate](#))
- Transfer Member Form ([me20](#))
- Family Unit Certification Form ([tk30](#))

**More forms are available at the MD "A" Lions Website**

<http://mdalions.org/pages/Main/HomePage>



## Guest Speaker Tips

- Greet and make your guests feel comfortable and welcome. Make introductions.
- The meal is usually complimentary and provide them with at least one drink
- Do not try to sell the speaker tickets unless they ask for them – keep the Tail-Twister away
- Arrange for media coverage if the situation warrants it.
- The Guest speaker sits to the immediate right of centre as you face the audience
- The President/Chair sits to the immediate left of centre as you face the audience
- Discuss with the speaker their place on the agenda – usually before the business portion of the meeting.
- Locate background information on the guest speaker. Choose a suitable members for the introduction and the thank you afterwards.
- Place water near the podium for the use of the speaker.
- A gift or certificate of appreciation or some sort of gift or a donation to the speaker's favourite charity is usually a must.
- Do not schedule other program items on the agenda when the District Officers make their official visits.
- Use common sense when dealing with visitors and speakers. They should feel at home when visiting your club.
- If there are spouses present for the meeting, the spouse of the speaker should be invited.
- When introductions are made be sure to recognize the dignitaries of the club (Past District Governors etc.) and any other dignitaries present.
- In the time previous to the guest speaker you should try to get a biography of the speaker so as to properly introduce him/her.
- Use your club fan-out system to ensure a good turnout.

## MONTHLY MEMBERSHIP REPORT

The Monthly Membership Report (MMR) is used by Lions' clubs to report monthly membership changes. The report is submitted to International Headquarters either by mail, fax or online through a membership site on the association's Web site. MyLCI. A password is required to use the membership site on the Web site. Requests for passwords or questions can be directed to [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org).

The paper report has three identical sheets; the first one to be mailed to the International Headquarters, the second to the district, and the third to be kept in the club's own file.

The paper version of the Monthly Membership Report must be received at International Headquarters by the 20th of the current month.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 12:00am Central Standard Time, by the last day of the current month. A chart of the dates that a report can be filed is shown below:

<b>Month</b>	<b>MMR Reporting</b>	<b>WMMR Reporting</b>
July	July 1 – July 20	July 1 – July 31
August	August 1 – August 20	August 1 – August 31
September	Sept 1 – Sept 20	Sept 1 – Sept 30
October	Oct 1 – Oct 20	Oct 1 – Oct 31
November	Nov 1 – Nov 20	Nov 1 – Nov 30
December	Dec 1 – Dec 20	Dec 1 – Dec 31
January	Jan 1 – Jan 20	Jan 1 – Jan 31
February	Feb 1 – Feb 20	Feb 1 – Feb 28
March	March 1 – March 20	March 1 – March 31
April	April 1 – April 20	April 1 – April 30
May	May 1 – May 20	May 1 – May 31
June	June 1 – June 20	June 1 – June 30

As a club makes changes to their membership online, these changes occur automatically. Changes can continue to be made during this time as often as they wish. The report is cut off on the last day of each month, and no further changes can be made for that month. They must be included in the next month's report.

**PLEASE NOTE:** A club cannot file future reports months ahead. If a month's report is missed, the transaction should be included in the next month's paper submission or entered into the WMMR.

**A Monthly Membership Report must be submitted each month even when there are no changes in membership.**

The Elected and Appointed Officers of your District and Club President and Treasurer have access to The Monthly Activity and Membership Reports submitted to LCI's WMMR site by a club for their District.

# MEMBERSHIP CARD INFORMATION

A program to print membership cards is located in the MyLCI - WMMR section of the LCI Web site. You have a choice of paper size, different styles of business card stock – either 8 cards to a sheet or 10 cards to a sheet, choice of print color – either black and white or color, choice of expiration date and choice of members names – either a few members or the whole club. All you have to do is to supply the business card stock of your choice, which is easily accessible. Simple step by step instructions are as follows:

## INSTRUCTION FOR PRINTING MEMBERSHIP CARDS

1. After logging in to WMMR, click **Club** and then **Reports**
2. Click **Print** next to **Membership Cards**
3. Choose your paper size.
4. Choose the number of cards per page and whether you would like color or black and white
5. Choose an expiration date.
6. Select the members you would like to print cards for
7. A counter will be displayed under the members selected list to show you the number of cards you will need
8. Click **Run Report**
9. Any 8 per page or 10 per page business card stock can be used.
10. All of the information will be filled in except for the signatures.
11. After putting the business card stock in your printer, click the **Adobe Print Icon**
12. **IMPORTANT** - Set **Page Scaling** to **None** to ensure cards print correctly
13. Click **OK**

### Note:

LCI will not automatically send out membership cards to clubs that report on line. If you prefer to have the blank membership cards mailed to you, please e-mail Catherine.Panages@lionsclubs.org. Please be sure to include your club number, address where you would like the cards to be sent, and the number of cards you will need.

Voting Delegates to Conventions require an up-to-date membership card to prove they are a member in good standing.

## MEMBERSHIP DUES



Semi-annual membership dues of twenty dollars and fifty cents (US\$20.50) denominated in U.S. dollars shall be levied on each club member during the 2012-13 term, beginning July 1, 2012.

- (b) Semi-annual membership dues of twenty-one dollars and fifty cents (US\$21.50) denominated in U.S. dollars shall be levied on each member during the 2013-14 term, beginning July 1, 2013.
- (c) For family membership programs as adopted by the International Board of Directors, the following dues shall apply:
  - (1) The first family member, Head of Household, shall pay semi-annual membership dues as provided in sub-section (a) or (b) above, depending on the term.
  - (2) Subsequent qualifying family members, not to exceed four additional qualifying members per household, shall pay semi-annual membership dues equal to one-half (1/2) of the total amount paid by the first family member as described in subsection (c)(1).
- (d) For student membership programs as adopted by the International Board of Directors, eligible student members shall pay semi-annual membership dues equal to one-half (1/2) of the total amount of dues as provided in sub-section (a) or (b) above, depending on the term.

Fiscal Year	Annual Membership Dues	Semi-Annual Membership Dues	Family/Student Membership Dues
2012-2013	US\$41.00	US\$20.50	US\$10.25
2013-2014	US\$43.00	US\$21.50	US\$10.75

International Dues do not include District or Multiple District Dues. Semi-annual dues are billed as follows: July to December and January to June.

You may contact Accounts Receivable and Club Account Services for billing questions at [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org)

\*\*For the Lion Year 2012-2013 members will also be assessed \$\_\_\_\_\_ for District dues (Dues varies for each District) & \$14.50 for Multiple District A dues (MDA).

## PAYING MEMBERSHIP DUES TO LCI

The proper way for our clubs in Ontario to pay bills is to send the check or money order for your club dues to a lock box in Toronto. The address is:

**Lions Club International**  
**P.O. Box 2425**  
**Station A**  
**Toronto Ontario M5W 2K5**

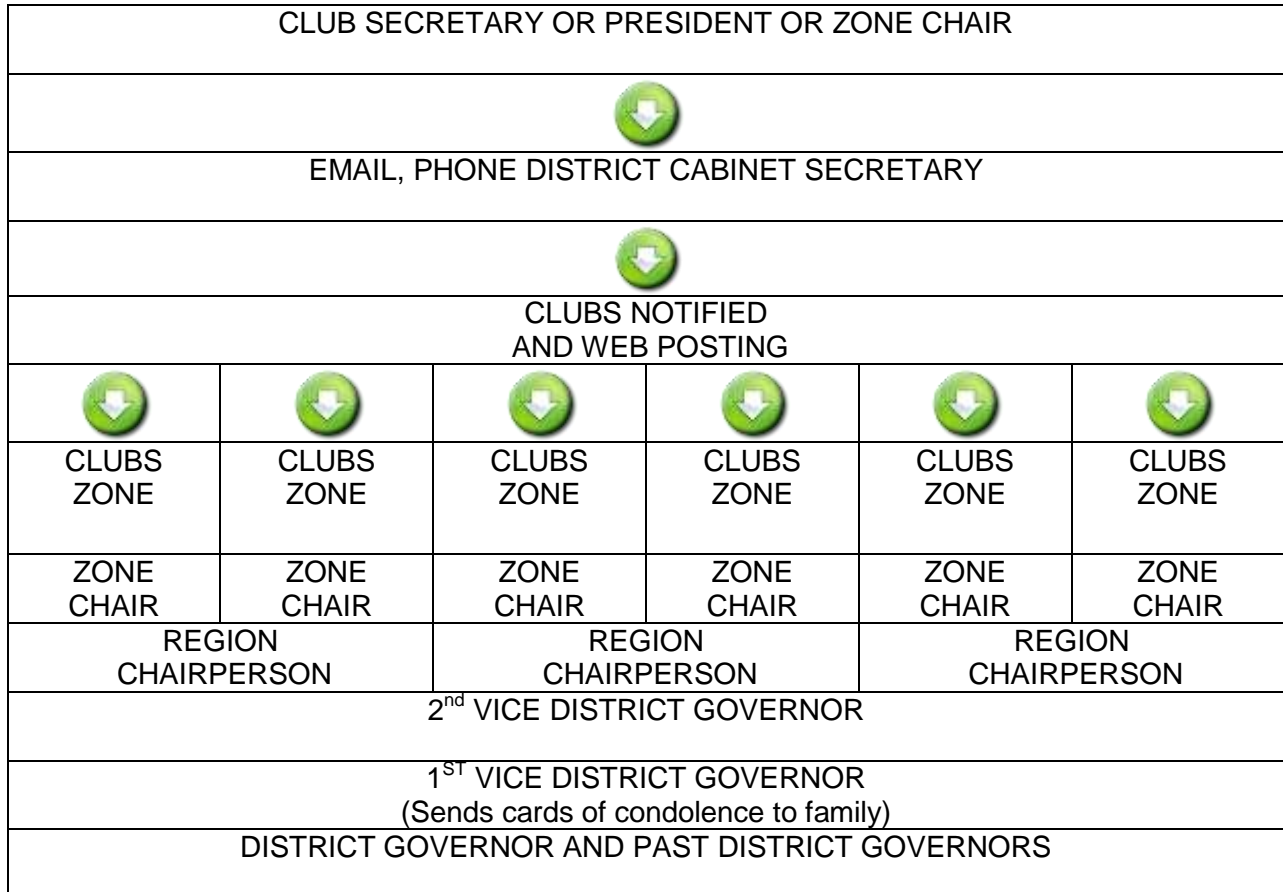
If you have any questions, please contact Accounts Receivable and Club Account Services, direct e-mail address: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) or direct Fax Number: 1-630-203-3810

# BEREAVEMENT FAN-OUT SYSTEM (Sample)

In the event of the death of one of your club members: (Example)

The Club Secretary or Club President is requested to initiate the bereavement notice by emailing or phoning the information regarding the death and any dispositions or arrangements that have been made to the Cabinet Secretary OR telephone their Zone Chairperson. The information received will be forwarded by the Cabinet Secretary (via email) to all District Clubs, Past District Governors, elected officials, and appointed cabinet chairs.

When email is not possible contact your Zone Chair by telephone. Provide as much detail as possible. Ideally you should obtain an obituary or inform which the funeral home is being used.



Where possible include the location of the funeral home and arrangements for the funeral; send a photo to the District Secretary so that it will appear in the memorial service at your Convention.

If it can be done, please include some memories of the Lion/Lioness and what they have accomplished for your club.

# Checklist for New Members' Initiation Ceremony

## Materials Requirement Suggestions:

- Code of Ethics
- International Purposes
- Induction Ceremony - script
- Candles (purple, yellow and white)
- Candle holders or candle cups
- Matches or lighter
- Blindfolds (if used)
- New Members Kit (filled in) x \_\_\_\_\_
- Lions Clubs Pin x \_\_\_\_\_
- Member Name Tag and membership card x \_\_\_\_\_
- Orientation materials x \_\_\_\_\_
- Podium
- Pocket flashlight to read the script x \_\_\_\_\_

## Human Resources Required

- Governor, PDG or 1<sup>st</sup> Vice District Governor, Zone or Region Chair to preside at the Induction Ceremony.
- Sponsors.
- Guest speakers to expound on what the Lions Club means to them or how they have been helped by the Lions Club.
- Lions to read the Code of Ethics, History of the Club and Lions' Objectives.
- Prospective members, members of supported groups.
- Invited guests, spouses or family members.
- Photographer

## Refreshments

## Planning

### Check your club constitution to see the mechanics for becoming a member.

- Once the prospective members have proclaimed their intention to join, fill out membership application
- Bring the names forward to the membership committee and the Board of Directors
- Publish the names in the bulletin.
- Determine if any member is against their being accepted as a member.
- Collect dues from the proposed member(s).
- Order name tags. Order Lions' pins. Obtain membership card.
- Order and fill in the membership kit from Lions International.
- Determine a date for induction.
- Send invitations to spouses or family.
- Contact a personage such as a PDG to conduct the initiation ceremony.
- Have the Board vote for an appropriate gift for the person conducting the Induction.
- Arrange for speakers for the Code of Ethics, Lions' Objectives and Club History.
- Arrange for guest speakers to explain what Lions' are to them. Supported groups – people who have been helped by Lions.
- Follow-up and verify times and date with guests. Take nothing for granted.

- Have someone to operate the lights.
- Obtain candles and/or blindfolds for the ceremony.
- Arrange for a photographer. Pictures should be given to each inductee.
- Ensure there are refreshments for after the ceremony.

**INITIATE SOLEMNLY ... EDUCATE COMPLETELY ... INVOLVE  
IMMEDIATELY**

**Induction Ceremony Suggestions ([me22.pdf](#))  
At the LCI Resources Section**

**Various Lions Ceremonies may be found at  
<http://resources.mdalions.org/>**

## SAMPLE INDUCTION CEREMONY

On January 13, 1879, Melvin Jones was born in Fort Thomas, Arizona and as a young man, made his home in Chicago, where he worked at an insurance firm. In 1913, he formed his own agency.

He soon joined a business club, a group of business minded people whose primary goal was promoting the financial interests of their own members. Melvin Jones had a vision, a vision that all of the business clubs could work together for the betterment of their communities and the world at large.

On June 7<sup>th</sup>, 1917, he called twelve people together from nine business clubs and the outcome of that meeting would form the "Association of Lions Clubs". A National Convention was called for October of the same year and twenty-two clubs were formed. In 1920 the Association became International with the formation of the Windsor Lions Club.

**Since then, we have embraced his vision with over 1.3 million Lions in over 200 countries and geographical areas today, to become the largest service organization in the world.**

We are about to begin one of the most important occasions in Lionism, the induction of a new member, to welcome L1 \_\_\_\_\_ into the fellowship of the \_\_\_\_\_ Lions Club.

Would President \_\_\_\_\_ please come forward.

Would Lion s1 \_\_\_\_\_ please escort your prospective member forward.

Would Lions LP \_\_\_\_\_ and CE \_\_\_\_\_ please come forward.

L1 \_\_\_\_\_, your sponsor presented your name to the Membership Committee, the Committee recommended you, and the Board of Directors approved you. All of us believe that you will be a great Lion and that your membership will be beneficial to this club and Lions Clubs International.

You have seen how Lions Clubs serve their communities and their neighbours who are less fortunate than ourselves. This great humanitarian work would not be possible unless people were willing to give freely of their time and effort to the cause of service to the community.

Any member here will tell you that this requires hard work. Work that you will be assigned and that you will be expected to do. Lionism is a cooperative effort in which every member shares the load of other, less fortunate, people.

You will soon discover that the rewards of Lions membership are great. You will enjoy the companionship of some of the finest people within your community. You will be warmed by the thanks of the people in the community in which you serve. You will learn the fun of working with other people through community service.



You will see how Lions answer the needs that challenge the communities of the world. You will see the problems of the community and, as a Lion, will be asked to assume leadership in their solutions.

Above all, you will find in your Lions Club a medium through which you as good citizens and good neighbours can express to others the good will that is in your hearts. You know what Lionism is doing in the service of mankind. You know what is expected of you in the service of Lionism.

L1 \_\_\_\_\_, do you desire to become a member of the \_\_\_\_\_ Lions Club?

The colors purple and gold were selected as the official colors of the Association in 1917.

Purple represents loyalty to country, friends, to one's self and to the integrity of mind and heart. It is the color of strength, courage and dedication to a cause. L1 \_\_\_\_\_, please light the purple candle.

Gold symbolizes sincerity of purpose, liberality in judgment, purity in life and generosity in mind, heart and purse toward mankind. S1 \_\_\_\_\_, please light the gold candle.

We use the white candle to symbolize Lions Clubs International because it represents truth. President \_\_\_\_\_, please light the white candle.

Lion LO \_\_\_\_\_, please read the Lions International Purposes.

Lion CE \_\_\_\_\_, please read the Lions Code Of Ethics.

L1 \_\_\_\_\_, since you have expressed a desire to affiliate with this club and with Lions Clubs International, I now ask that you answer me with a simple I will.

Do you hereby accept membership into the \_\_\_\_\_ Lions Club, knowing that such membership obligates you to participate in all functions of the club, to the best of your ability, will you abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given to you and contribute your share to the programs of your Club, District and Lions Clubs International?

You are now a member of the \_\_\_\_\_ Lions Club.

Your sponsor will now place a Lions pin upon your left lapel, to signify this membership.

## Make-Up Policy - Sample

The policy regarding the award of "Attendance Tabs" or "Perfect Attendance Awards" is left to each Club to determine. Some Clubs award them to members on the anniversary of their induction thereby recording the number of years the Lion has been a member of the Organisation. On the other hand, some Clubs award "Attendance Tabs" to those members who have, in the preceding year, obtained a 100% attendance at meetings or if a meeting is missed have undertaken a "Make-up"

Listed below are a suggested set of "Make-up" rules that maybe used, however it is left to each Club to determine a set of 'Make-up' rules that suit their particular needs and those of its members.

Attendance award records and the supply of award tabs is the responsibility of the Club Secretary, with the exception of Milestone Awards which are usually provided by LCI.

### **SAMPLE MAKE-UP RULES**

1. Absence from a regular Lions Club meeting may be made up within the time limit of thirteen days prior and thirteen days following the regular scheduled club meeting, by attendance at any of the following :-

- < A regular or special meeting of another Lions Club,
- < A Directors' meeting of the member's home club,
- < A duly constituted committee meeting of the member's home club,
- < Any meeting, service activity or fundraising project sponsored by the member's club,
- < Any Zone, District Governor's Advisory or Region meeting,
  
- < Any International, Multiple or District Convention, or any other recognised Lions meeting,
  
- < A visit to the Oak Brook office of Lions Clubs International, or any District or Multiple District office, outside the country of which the visiting Lion is a member.

2. A member who is forced to miss meetings due to illness shall be granted attendance credit, upon the presentation of acceptable evidence.

3. A Lion, who is forced to miss meetings as a result of military service, jury duty, elected government position, or other statutory requirement, shall be given credit for the meetings missed.

4. A Lion, who is assigned or finds it necessary to perform occupational duties for an extended period in a place from which he or she cannot readily attend a Lions meeting, may be granted credit for meetings missed.

5. Each member is allowed make-up credit for two meetings per year for annual holidays.

6. A member who is forced to miss meetings by reason of pregnancy or childbirth shall be granted attendance credit for a period of time, as mutually agreed upon by the board of directors and the member.

*Use common sense and exercise flexibility*

## **Order of Precedence (Protocol)**

### **Lions shall be recognized in the following order:**

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (Board Appointees)
5. Past International Presidents
6. Past International Directors
7. Chairperson, Council of Governors
8. District Governor(s)
- 8a. Lioness President (note: placement here is a District thing - there is some discussion on this)
9. Association Executive Director
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson
13. Immediate Past District Governor
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governor(s)
17. Multiple District Secretaries (Volunteer)
18. Multiple District Treasurers (Volunteer)
19. District Secretaries
20. District Treasurers
21. Region Chairperson
22. Zone Chairperson
23. District Chairpersons and GMT/GLT members
24. Club Presidents
25. Immediate Past Club Presidents
26. Club Secretaries
27. Club Treasurers
28. Past Club Presidents
29. Multiple District Secretaries (staff)
30. Multiple District Treasurers (staff)
31. Lions, Lioness, Leos and guests

Note: the yellow highlights represent those that could be at a normal Cabinet or Club meeting but not necessarily so. I write beside each one DG – Allen Snider so I don't forget anyone.. Guests might be introduced elsewhere in the agenda. Some Lions may have two roles for example the Multiple District Council of Governors' Chair might also be the IPDG of a District. Please introduce the following Lions as determined by local custom: • Sponsoring Club President, • Guiding Lion • New Club President

Explanation of notes used above:

- (a) When more than one is present, each shall be recognized according to the alphabetic order of family name.
- (b) When more than one is present, the one who served most recently is given precedence.

## Membership Key Awards

Membership Key Awards acknowledge the importance of effective recruitment in membership growth by recognizing the number of new members a Lion has sponsored.

Each of the 17 Membership Keys is designed to reflect the number of new members sponsored. Keys are automatically issued by International Headquarters, based on the Monthly Membership Report statistics submitted by club secretaries, with a sponsoring Lion appropriately credited after a new member has remained a Lion for a year and a day.



### Eligibility

1. A new member must remain a Lion for a year and a day before the name may be used as credit toward a key, to be issued the 13th month; except where the sponsored member dies, transfers or moves from the community before the expiration of a year and a day.
2. The name of the new member, with the sponsor's name, member number, and club number, must be reported on the club's Monthly Membership Report. (For existing clubs only.)
3. Charter, transfer, and reinstated members cannot be used as credit for a key.
4. Only one sponsor per new member can receive credit for a key.
5. No sponsor shall receive more than one key of the same type. Each Key is a lapel pin with a clutch backing. For the Senior Master (recognizing 25 members) and above, the lapel pins are complemented by a distinctive medallion and presentation ribbon.

### For More Information:

Membership Operations Department

Phone: 630.571.5466, ext. 6786

Fax: 630.571.1691

E-mail: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)

### Membership Key Awards Levels

Membership Key	- 2	members
Membership Advancement Key	- 5	members
Builder Key	- 10	members
Senior Builder Key	- 15	members
Master Key	- 20	members
Senior Master Key	- 25	members
Grand Master Key	- 50	members
Key of State	- 75	members
Key of Nations	- 100	members
Ambassador Key	- 150	members
International Key	- 200	members
Global Key	- 250	members
Universal Key	- 300	members
Emissary Key	- 350	members
Monarch Key	- 400	members
Imperial Key	- 450	members
Supreme Key	- 500	members

## Club Meeting Checklist

Prior to Meeting						
Awards to be presented						
Fill in roll call sheet for members present or who have makeups						
Make a list of guests						
Assemble correspondence to be presented or given to various members						
Assemble and list information to be announced to members						
List items of interest for the President						
List items of interest for the Bulletin Editor						
Prepare new member kits for new members - Induction						
Prepare agenda in conjunction with the President						
Prepare the head table						
Duplicate any items being presented to members (minutes, agenda etc.)						
Keep and outward and inward correspondence register						
Collect any dues and give out membership cards						
During the meeting						
Usually report to the members the minutes of the last meeting						
Record minutes of the meeting including: <ul style="list-style-type: none"> <li>• Number of guest present and who they are</li> <li>• Attendance percentage</li> <li>• Motions made, seconder and result of vote</li> <li>• Committee reports</li> <li>• Guest speaker remarks</li> <li>• Program items</li> <li>• Check to see if there are any changes in member info</li> </ul>						
Give a report on correspondence						
Check to see if there are any attendance makeups						
Record awards presented						
After the Meeting						
Prepare and distribute minutes						
Turn over dues money to the Treasurer for deposit to the Administrative account						
Prepare for next meeting						

# Club Supplies

## Non Lion Supplies

Try to establish a budget for various supplies you will need during the year. These might include:

Post Office Box Rental  
Photocopying  
Postage  
Paper, ink cartridges  
Certificates and holders for guest speakers etc.

## Lion Supplies

### Plan Ahead\*\*\*\*\*

#### PLACING AN ORDER

To avoid order duplication use only 1 method (mail, phone, fax or email) to place your order. Using multiple methods for the same order may result in duplication of your order and could result in duplicate billing. Always provide a contact name, street address, daytime phone number and email address or fax number. If your order is needed by a specific date specify that date on your order. If we are unable to meet your requested delivery date you will be informed or notified accordingly. Always provide the club name, a contact name, street address, daytime phone number and email address or fax number.

#### DELIVERY

U.S. Orders – Shipping and handling charges will be added at the time of processing your order. Rates are subject to change without notice.

Non-U.S. Orders – Shipping and handling charges will be based on package weight, dimensions and final destination. Rates are subject to change without notice. Additional charges for applicable duties or taxes may be required by customs in the destination country. ***Lions Clubs International has no control over the potential duties or taxes nor are we responsible for payment of the duties or taxes.*** Next Day or 2nd Day service is available at an additional charge for this service.

#### PAYMENT

A. Pre-payment by check or money order payable to Lions Clubs International must be drawn on a U.S. bank, be in U.S. dollars and received by us prior to the processing and shipping of your order. For electronic payment transfer details please contact us at [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org).

B. Visa, MasterCard or Discover. If paying via credit card provide the 16 digit card number, expiration date and the name as it appears on the card.

C. **Club:** Club President, Club Secretary or Club Treasurer, may order/bill to club account.

**District:** District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer, may order/bill to district account.

## PERSONALIZATION, ENGRAVING

LCI cannot accept phone orders for personalization or engraving. Orders calling for personalization or engraving must be provided via email, fax or Club Supplies Order Form. Regardless of method be sure to maintain a copy for your records.

Personalization or engraving instructions should be typed. If not typed they should be printed legibly. **Personalized or engraved items are non-returnable.** When ordering personalization or engravings provide a contact name and daytime phone number should we have any questions about the order. If any items from your order are shipped directly to you from a manufacturer you will receive an acknowledgement, please review it for accuracy. Should you find any discrepancies or errors please contact us immediately.

## CUSTOMER SERVICE ASSISTANCE

Any questions concerning orders or shipping information please call us toll-free at **(800) 710-7822** or at

**(630) 571-5466.** Regular business hours are 8:00AM - 4:30PM CST Monday through Friday excluding holidays. Or if you prefer you may e-mail us at [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org) Please note that our 800 number is limited to the U.S. (including Alaska and Hawaii), Puerto Rico, U.S. Virgin Islands and Canada. Sorry, we cannot transfer these calls to other departments.

## CLUB SUPPLIES DEPARTMENT

300 W 22ND ST | OAK BROOK IL 60523-8842 | PHONE 630-571-5466 | FAX 630-571-0964

e-mail: [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org) | [www.lionsclubs.org](http://www.lionsclubs.org)

## 2012 Shipping Rates - U.S. Affiliates, Canada

<i>For Orders Totaling US\$:</i>	<i>Canada in US\$</i>
Up to US\$ 25.00	15.95
US\$ 25.01 to 50.00	17.95
US\$ 50.01 to 100.00	19.95
US\$ 100.01 to 150.00	21.95
US\$ 150.01 or more	23.95

Various Order Forms are available at <https://www2.lionsclubs.org/t-orderforms.aspx>

**\*\*\*Plan ahead – For Awards presentations in May or June – order supplies in March**

Lions Club Secretaries may also order over the Internet from the Lions Clubs International Website>Shop. Supplies will be billed to the club account.

## CURRENT OFFICERS and FORMER OFFICERS

Your MyLCI (WMMR) password can be used to place orders via eligible Lions account (club, district, multiple district) or personal credit card. If you have previously registered a password on the MyLCI (WMMR) site, you do **not** need to create a Lions Store login.

A digital catalog is available at <http://mydigimag.rrd.com/publication/?i=102967>

**Always have on hand a supply of new member kits and lapel pins.**

## ELECTRONIC COMMUNICATION

### Why Use the Internet?

Using the Internet is a great way to communicate what your club is up to, and it's free! Communication using e-mail, club Web sites, social networking sites and e-newsletters allows you to do club business online while keeping club members connected and promoting your club to the general public.

### Conducting Club Business

Cyber and Internet-savvy clubs carry out business and handle administrative work electronically, and then get together to perform service activities and conduct fundraisers. The benefits of conducting Lions business online include:

- Expedited administrative duties and decision making
- Reduced costs for meetings, mailings, dues, etc.
- Increased meeting attendance
- Maximized flexibility in scheduling
- Enhanced convenience for members
- Reduced environmental footprint

All Lions clubs can conduct club business online, providing they amend their constitution and by-laws consider the following sample resolution:

"BE IT RESOLVED that [Your Club Name] Lions Club may transact business via the Internet, provided that no such action shall be effective until approved in writing by majority of the members of the club. Such action may be initiated by the president or (consider including the current directors) of the said club, but votes thereon to be valid, must be received by the secretary within 5 days of the original e-mail."

By adopting the above resolution, clubs may take quick action on items needing immediate attention. Even if a club intends on maintaining their traditional meeting schedule, allowing for online business transactions if the need arises. As with a traditional meeting, Lions clubs conducting business online must have a quorum to vote.



## E-Mail

E-mail is one of the most popular forms of communication. It provides an easy way to communicate with club members between meetings.

To begin, set up an e-mail address for your club so that communication to members always comes from the same e-mail address. A club officer should be assigned to check the e-mail box regularly, respond to inquiries and send out member update e-mails. Free e-mail providers are abundant, but some of the most popular are [Gmail](#), [Yahoo](#) and [Windows Live Hotmail](#). Your e-mail account will have a contact list, so make sure club members and their e-mail addresses are entered into the list and kept updated.

### **Ideas for using e-mail to communicate with club members:**

- Send a copy of the agenda before a meeting and a copy of the minutes after the meeting.
- Send a reminder before a service activity with all the details (time, place, what to wear, etc.).
- Send a notice when a new member joins, introducing them.

### **Tips for using e-mail to communicate with club members:**

- Check e-mails regularly and reply to them promptly.
- Use hyperlinks when directing members to a Web site.
- Use blind carbon copy (BCC) when sending group e-mails. This both protects your members and prints a shorter e-mail by hiding recipient e-mail addresses.
- Use a meaningful subject line so members know what the e-mail is regarding.
- Keep messages simple and provide only the information needed. People get a lot of e-mails and may not have time to read a lengthy message.

## **ONLINE MOTIONS**

Motions may be made online when:

- There is not enough time to implement the motion before the next meeting.
- All members have internet access. If not individual members may have to be phoned or texted
- The instigator of the on-line motion must give background info on why the motion is necessary and why it can't wait until the next meeting.
- A quorum of members is necessary
- The first person to accept the motion becomes the mover of the motion.
- The second person to respond becomes the seconder.
- The secretary must record the those in favour and those against
- Members are advised of the results of the motion – Carried or defeated
- The motion must appear in the next written minutes.



***Compiled for Multiple District A  
By District A-2 Past Cabinet Secretary  
Lion Wayne Turcotte***

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