



# Club Secretary Manual

1999-2000

ENGLISH

# LIONS *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 and 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 my 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 destroy.*

# *Lions Clubs* *International* OBJECTS

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.*

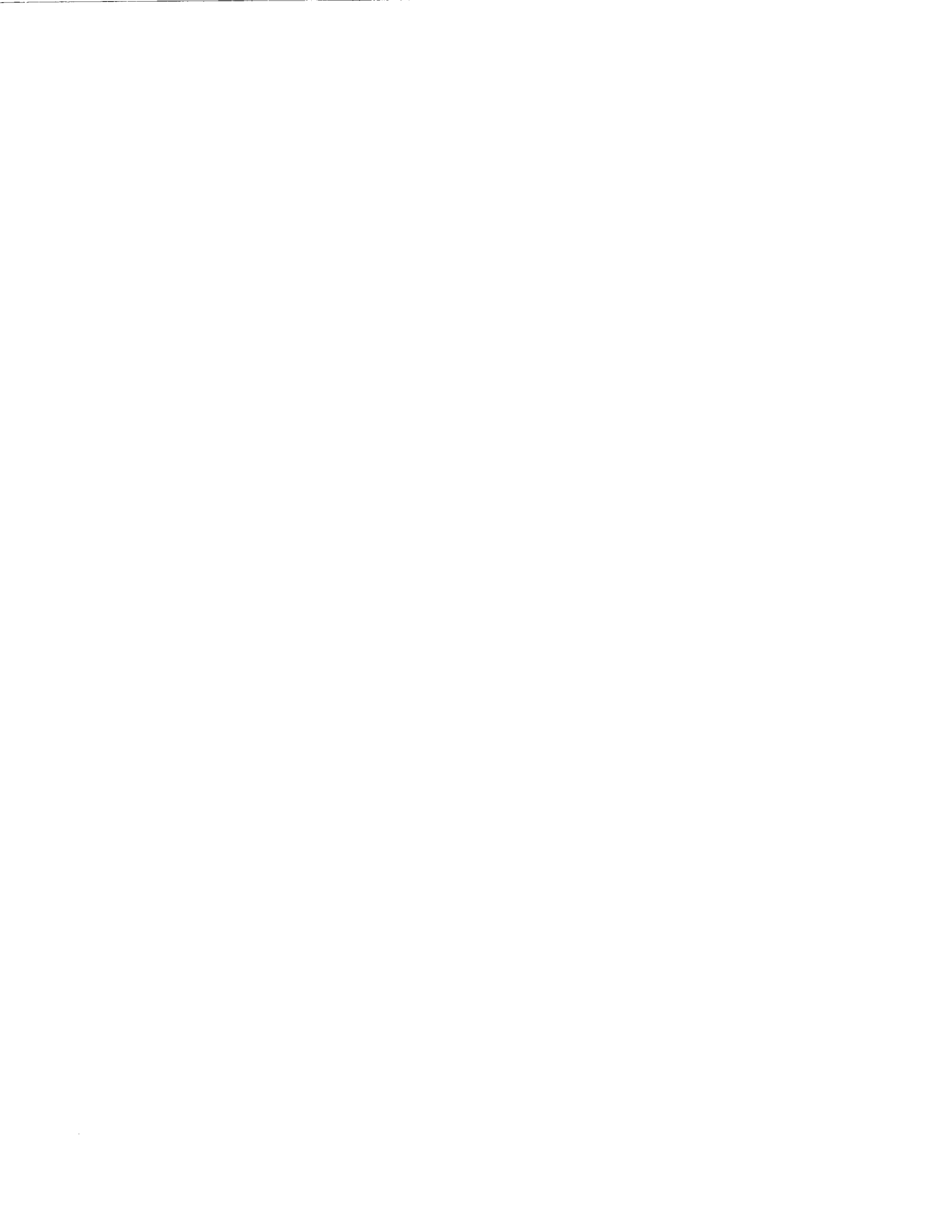
TO ENCOURAGE *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

## Mission Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation

# Table of Contents

Ethics, Objects and Mission Statement of Lionism	
Introduction .....	1
Duties .....	1
Forms Used by the Secretary .....	2
Other Forms the Secretary May Want to Use .....	3
Membership .....	16
Awards .....	17
The Attendance Committee .....	17
Preparation for Meetings .....	18
International Dues and Fees .....	19
Ordering Supplies and Publications .....	20
Income Tax .....	21
Club Directory and Newsletter .....	21
Correspondence .....	22



# Secretary

*The club secretary "shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single or sub- and multiple) in which this club is located, and the association."—Article VII: Section D(4), Standard Form Lions Club Constitution and By-laws.*

## Introduction

Congratulations on your election as club secretary!

During the next year you will be greatly challenged, for the continuing success of any Lions club depends on whether it has a good secretary. Adequate preparation will help you to meet this challenge. Study this manual, attend your club's orientation session and talk at length with the outgoing secretary.

Although your president is expected to provide the club's leadership, you are the key to his or her success of the year. Whether he or she earns the Club President Excellence Award will depend on your ability and diligence in submitting all your required reports on time and in your responding effectively to correspondence. The club's team spirit will often depend on your efficiency in obtaining all the awards each member has earned.

Your role in Lionism will often extend beyond the club into the district. Team spirit is strengthened by a club president and secretary who work well together. You are a member of your district governor's advisory committee, and it is essential that you attend all of this committee's meetings.

Best wishes for success!

## Duties

The secretary is the recording officer of the club as well as the liaison officer between the club and the district and between the club and International Headquarters. The club secretary's official actions are under the direction and supervision of the club president and board of directors.

By thoroughly reading the International Constitution and Bylaws, the secretary gains a good understanding of the operation of Lionism on all levels.

His or her specific duties are to:

- Submit regular monthly and other reports to the international office of the association on forms provided, containing such information as may be called for therein and otherwise by the board of directors of the association;
- Submit to the district governor's cabinet such reports as it may require, including copies of regular Membership and Activities reports;
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located;
- Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; classifications (if any); addresses and telephone numbers of members; members' club accounts;

- Issue quarterly or semiannual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt therefor;
- Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

## Record Keeping, General Suggestions

Record-keeping responsibilities of the club secretary vary with each club and each president. To avoid confusion and misunderstanding, the secretary should establish ground rules with the president as soon as he or she takes office.

A good secretary is prepared for anything. Some items that will be useful are:

- the Club Secretary Manual
- the Secretary's Record Book
- International Directory (if club orders one)
- International Constitution and By-laws
- club constitution and by-laws
- Constitution and by-laws of the district and multiple district

The secretary will be expected to provide Lions with extra pins, cards for make-up meetings, Proposal for Membership forms, and other forms and materials.

Funds raised through fundraising projects sponsored by the club shall be used to finance club activities. **Under no circumstances may the net income of funds raised from the public be used in any manner whatsoever for administrative purposes.**

Two sets of books must be maintained by the club:

- 1) for the administrative fund (dues, Tail Twister fines, door prize income, etc.),
- 2) for the activities fund (monies from projects).

A club secretary should never supply a list of the club's members to anyone without board approval.

The Secretary's Record Book (S-18-S), designed to simplify the secretary's task of keeping accurate and efficient records, is available from International Headquarters at a nominal cost.

## **Forms Used by the Secretary**

Three essential things the secretary should remember about forms:

1. They must be accurate.
2. A duplicate is kept for his or her own records.
3. They should be read carefully.

A major part of the secretary's duties involves various kinds of paperwork. To help accomplish this, International Headquarters provides several forms at no cost to the club; other forms are available at a nominal cost. These forms are designed to establish and maintain a detailed and uniform system for record keeping. They can be easily made a part of the Secretary's Record Book and provide a continuity in the filing system and in the changeover in office from one secretary to another. Use of these forms also reduces problems in record keeping created by the use of odds and ends of paper that many of us have a tendency to use when recording minutes, member's personal records, committee appointments, and other club records.

The Club Secretary Kit is mailed each year in the spring to the current secretary. The current secretary is to forward the kit to the newly elected secretary at the beginning of his or her term. Included in this packet will be the supplies and forms necessary for a successful year.

The association now has software available to generate the Monthly Membership Report. It operates on an IBM-compatible personal computer in a Windows or Windows 95 environment. It is available in all languages, with the exception of Chinese, Japanese and Korean, and the cost is US\$34.95 plus postage. In the future, additional forms will be made available to run in conjunction with this package.

# Monthly Membership Report (C-23-A)

All Lions clubs are required to submit the Monthly Membership Report each month even though there is no change in membership. It is one of club secretary's important responsibilities.

The Monthly Membership Report must be completed and mailed to reach International Headquarters by:

- 10th of the following month from clubs in USA
- 15th of the following month from clubs in Canada
- 20th of the following month from clubs elsewhere.

Mail one copy to International Headquarters, one to the cabinet secretary of your district, for distribution within the district, and keep one copy in your club file.

When received at Lions Clubs International, the report is date-stamped and used to update the association's records. Each Monthly Membership Report is acknowledged by a monthly statement if it shows added or dropped members or if there is a discrepancy in the number of members shown on the report and international records. The report is then sent to a recording desk.

A year's supply of these forms is included in the Club Secretary Kit. Additional forms are free by requesting them on your next club supplies order or from the Advertising and Production Department at International Headquarters.

MAIL BY LAST DAY OF MONTH		(D) CLUB USE PLEASE FILL OUT IN FULL	CLUB USE PLEASE FILL OUT IN FULL	TOTAL	INT'L OFFICE USE ONLY STAT	NUM MEM	# MOS	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY		PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON, LIST ONE REASON ONLY FOR EACH DROPPED NAME	TRANSACTION CODE MEMBERS FROM LAST REPORT					X OUT OF AGREEMENT
ACTIVE	1	RESIGNED IN GOOD STANDING BUSINESS OR PERSONAL REASONS	A NEW MEMBERS (SHOWN BELOW)					ENTERED STAT RECORD
MEMBERS AT LARGE	2	DROPPED FOR NON-PAYMENT OF DUES	B REINSTATED MEMBERS (IF DROPPED OVER 6 MONTHS ADD AS NEW)					CHANGE OF ADDRESS
HONORARY	3	DROPPED FOR NON-ATTENDANCE	C TRANSFER MEMBERS ACCEPTED (LIST NAME OF FORMER CLUB BELOW. IF DROPPED OVER 6 MONTHS ADD AS NEW)					CLUB OFF
LIFE	4	DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES	TOTAL BEFORE DEDUCTIONS					OTHER
PRIVILEGED	5	(TRANSFERRED IN GOOD STANDING) USE TRANSFER FORM ME-20	D DROPPED FROM MEMBERSHIP LIST NAME & REASON BELOW					OTHER
AFFILIATE	6	MOVED (DUES UNPAID)						COMMENT CODE
DO NOT COUNT IN LCI TOTAL	7	DECEASED						
ASSOCIATE	8	OTHER (PLEASE SPECIFY)						
	9	TOTAL (MUST AGREE WITH TOTAL NUMBER OF DROPS) LIST ALL NAMES BELOW						

IDENT.	CLUB	NAME OF CLUB	DIST. NO.	LEO CLUB MEMBERS
		SECRETARY'S NAME		TOTAL: _____
		ADDRESS		
MONTH	YEAR			

CHECK BOX IF CHANGE IN SECRETARY NAME OR ADDRESS

**NOTE** LIST BELOW ALL NEW MEMBERS, DROPS AND CHANGES OF ADDRESS. NAMES OF MEMBERS MUST BE GIVEN IN ALL CASES OR CHANGES CANNOT BE MADE. TRANSACTION CODES: A = NEW, B = REINSTATED, C = TRANSFER INS., E = CHANGES OF ADDRESS, F = CHANGE OF NAME PLEASE INDICATE FORMER NAME IN PARENTHESIS.

TRANSACTION CODE	FIRST	ADDED MEMBER'S NAME	LAST	MAILING ADDRESS
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	CITY	STATE OR PROVINCE	ZIP CODE	COUNTRY YEAR OF BIRTH
	OCCUPATION	SPONSOR NAME - MEMBER AND CLUB NUMBER		FORMER CLUB GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

**NOTE** ENTER DROPPED MEMBERS BELOW. THE CODES FOR REASONS FOR DROPS ARE LISTED ABOVE (SEE D)

MEMBER #	NAME	REASON	MEMBER #	NAME	REASON	MEMBER #	NAME	REASON

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS Club President's Signature \_\_\_\_\_

FOR INTERNATIONAL USE (OAK BROOK)

## Instructions

The form is to show:

- Names and classifications of new members during the month. (In cases of transfer members, give name of former club.)
- Names of members resigned or dropped during the month (with reasons assigned for dropping), and changes in addresses or classifications.
- Numeric entry of total members involved in changes.

C-23-A 530M 10/98 PRINTED IN THE U.S.A. SEND PART 1 TO THE INTERNATIONAL OFFICE, 300 2ND STREET, OAK BROOK, ILLINOIS 60521-8842

TO SEPARATE SET YEAR ALONG THE PERFORATION. NOTE: PLEASE USE TYPEWRITER WHEN FILLING OUT THIS FORM, OR PRINT WITH BALL-POINT PEN ON A HARD SURFACE. PRESS HARD





## Club's Officer Report Form (PU-101)

Every year, this coded form is sent to each club secretary outside of the U.S./Canada, to be completed with the name, address and spouse's name of the newly elected club president, secretary and treasurer for the following fiscal year. The original should be mailed in the self-addressed envelope provided to The International Association of Lions Clubs before April. 30. The yellow copy should be mailed directly to the district governor. It is very important that this form

be fully completed immediately after the elections and mailed to the international office.

Club secretaries in the United States and Canada are sent two forms: 1) a pre-printed roster with each member's name and number, to be completed and mailed to International Headquarters; 2) a blue PU-101-A form to be completed and mailed directly to the district governor (samples on following pages).

**URGENT! THIS IS YOUR 199 - LIONS CLUB'S OFFICER REPORTING FORM**

**Lion Secretary:**  
 Use this form to report the names and addresses of your newly elected club officers to International Headquarters. This form is **extremely important**—all communications your new officers receive during their year in office will be based on the information you provide here. **Please TYPE** the needed information on this form and return it in the enclosed self-addressed envelope, **immediately following your club elections in April. Final deadline is May 31.** If you fail to return this form, your new officers will not be able to receive the information and materials they will need during the coming year.

IDENT	CLUB NO	DISTRICT	NAME OF CLUB	INTL. OFFICE USE ONLY
				LARG. COUNTRY

Your meeting place and time are indicated on the left. If different, please indicate below.  
 (PLEASE INDICATE DAY, WEEK AND HOUR OF MEETING)

	MON.	TUE.	WED.	THUR.	FRI.	SAT.
EACH WEEK						
1ST WEEK						
2ND WEEK						
3RD WEEK						
4TH WEEK						
ALTERNATE WEEKS						
HOUR						

MEETING PLACE \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_

Any change in club officers during the fiscal year must be reported to headquarters

Please check box if above address  is permanent address for club      \* MEMBER NUMBERS ARE INDICATED ON YOUR SEMI-ANNUAL PER CAPITA. PLEASE INDICATE BELOW MAILING ADDRESS FOR INCOMING CLUB OFFICERS

<b>PRESIDENT:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	
<b>SECRETARY:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	
<b>TREASURER:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	

**SEND THE YELLOW COPY TO YOUR DISTRICT GOVERNOR**

PU-101 23M 10-96



# THIS IS YOUR 1999-2000 LIONS CLUB'S OFFICER REPORTING FORM FOR YOUR DISTRICT GOVERNOR

**Lion Secretary:**

Use this form to report your newly elected club officers to your District Governor. Please TYPE in the needed information and send it to your District Governor **immediately following your club elections in April**. Without it, your new officers will not be able to receive information from the district during the coming year.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB

(PLEASE INDICATE DAY, WEEK & HOUR OF MEETING)

	MON.	TUE.	WED.	THUR.	FRI.	SAT.
EACH WEEK						
1ST WEEK						
2ND WEEK						
3RD WEEK						
4TH WEEK						
ALTERNATE WEEKS						
HOUR						

MEETING PLACE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

Please check box if above address is permanent address for club

**\*MEMBER NUMBERS ARE INDICATED ON YOUR SEMI-ANNUAL PER CAPITA.  
PLEASE INDICATE BELOW MAILING ADDRESS FOR INCOMING CLUB OFFICERS**

<b>PRESIDENT:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	
<b>SECRETARY:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	
<b>TREASURER:</b> NAME	MEMBER NUMBER*	HOME PHONE NO. ( ) AREA CODE
STREET OR BOX NUMBER		BUSINESS PHONE NO. ( ) AREA CODE
CITY, PROVINCE OR STATE		FAX NO. ( ) AREA CODE
COUNTRY AND ZIP CODE	SPOUSE: NAME	

**URGENT! THIS IS YOUR LIONS CLUB'S OFFICER REPORTING FORM**



Below is the complete roster of your Club. Please indicate those who will be your *Incoming President, Secretary and Treasurer* of your Club for *next fiscal year* by filling in the information needed at left. Note that each member number appears before their name.

Lion Secretary: \_\_\_\_\_

Use this form to report your newly selected club officers to International Headquarters. Please TYPE in the needed information and return it in the enclosed self-addressed envelope, immediately following your club elections in April. Without it, your new officers will not be able to receive the information and materials they will need during the coming year.

IDENT. CLUB NO. DISTRICT NAME OF CLUB INTL. OFFICE USE ONLY

Please indicate club address below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SAMPLE

**IMPORTANT:** Before completing this portion, please follow instructions on the top right hand side

**PRESIDENT:**

Member Number \_\_\_\_\_  
 Member Name \_\_\_\_\_  
 Mail should be sent to:  Home Address  Club Address  
 HOME PHONE NO. \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_  
 ( ) ( )  
 Area Code Area Code

**SECRETARY:**

Member Number \_\_\_\_\_  
 Member Name \_\_\_\_\_  
 Mail should be sent to:  Home Address  Club Address  
 HOME PHONE NO. \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_  
 ( ) ( )  
 Area Code Area Code

**TREASURER:**

Member Number \_\_\_\_\_  
 Member Name \_\_\_\_\_  
 Mail should be sent to:  Home Address  Club Address  
 HOME PHONE NO. \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_  
 ( ) ( )  
 Area Code Area Code

Your regular meeting place and time are shown above. If different, INDICATE DAY, WEEK & HOUR OF MEETING. Also, meeting place and street address.

	MON	TUE	WED	THUR	FRI	SAT
EACH WEEK						
1ST WEEK						
2ND WEEK						
3RD WEEK						
4TH WEEK						
ULTIMATE WEEKS						
HOUR						

MEETING PLACE \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_

PLEASE CHECK BOX IF YOU HAVE MADE ANY CHANGE TO THE ROSTER ON THE OPPOSITE PAGE.

## Invitation-Application for Membership (ME-6)

New members are essential to the success and growth of the club. A supply of Invitation-Application for Membership forms should always be available.

Membership in a Lions club shall be acquired by invitation only. Nominations shall be made on Invitation Application for Membership forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairman or the club secretary, who, after investigation, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of the club. A properly completed Invitation-Application for Membership form, entrance fee and dues must be in the hands of the

secretary before the person may be inducted. The member must be reported to the association before being officially recognized as a Lion.

A New Member Kit should be presented to the new member at the time of the induction ceremony. If possible, the spouse should be present.

The information on the Invitation-Application for Membership form should be used in filling out the top portion of the Record of Club Service and Awards Form (M-33-SA) for the new member. The Invitation Application for Membership form should then be retained in the club files.

**A supply of these forms is included in the packet of materials sent from Lions Clubs International.**

### INTERNATIONAL ASSOCIATION OF LIONS CLUBS

#### INVITATION-APPLICATION FOR MEMBERSHIP



IN THE LIONS CLUB  
OF \_\_\_\_\_

PLEASE PRINT

Mr.    Mrs.  
 Miss    Ms.

\_\_\_\_\_

First Name	MI	Last Name	Suffix	Nickname
------------	----	-----------	--------	----------

Spouse's Name \_\_\_\_\_

Candidate's Employer \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

Candidate's Occupation/Title \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Home City, ST/Province, Zip Code \_\_\_\_\_

Business City, ST/Province, Zip Code \_\_\_\_\_

Home Country \_\_\_\_\_

Business Country \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Ext. \_\_\_\_\_

Home Telephone No. \_\_\_\_\_

Business Telephone No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Send Mail:    Home    Business

Business Fax No. \_\_\_\_\_

Candidate a Former Member?    Yes    No

How long in present Occupation? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Other Service Organizations Candidate a Member of: \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ as entrance fee, semi-annual dues, semi-annual international per capita tax, and convention fee. \$2,375 U.S. or its equivalent of the above amount is for a six months subscription to "THE LION" magazine.

Recognizing the importance of rendering personal service to my community in cooperation with other civic-minded persons, and appreciating the opportunity afforded me to enjoy the good fellowship and prestige of Lions Clubs International, I hereby accept membership.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I express a preference to serve on the committee, or committees, checked below:

#### ADMINISTRATIVE COMMITTEES

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

#### ACTIVITIES COMMITTEES

- Diabetes Awareness
- Sight Conservation and Work with the Blind
- Hearing Conservation and Work with the Deaf
- Environmental Services
- International Relations
- Leo Club Program
- Lioness Club Program
- Youth Exchange
- Youth Outreach

(reverse side)

I realize that membership in my Lions Club is attained by invitation only, that the standards are reasonably high and limited to persons of good moral character and reputation.

In proposing this candidate for membership, I attest that they are morally, socially and financially responsible, and that, in my estimation, will become an active member, in support of our objects and ethics.

I have known the prospective member for \_\_\_\_\_ months/years. If candidate is approved, I will extend an invitation to join our Club, and if accepted, I pledge my personal interest in this Lion's development and progress in the principles of Lions Clubs International.

\_\_\_\_\_  
Signature of Sponsoring Lion

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Chairman, Membership Committee      Date

\_\_\_\_\_  
Board of Directors      Date

If not approved, other action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CHECKLIST FOR CLUB SECRETARY

- Be sure the invitation is approved, properly completed and signed.
- Once the dues and entrance fee have been collected and new member provided with membership card, turn money over to club treasurer.
- Keep form in the Club's files.** Do not send form to Lions Clubs International.
- See that the new member gets a Lions emblem lapel button, personalized badge and club roster.
- Add new member's name and address to the club roster and mailing list.
- Include member's name and address on the Membership and Activities Report to be sent to Lions Clubs International.

#### INITIAL RECORD OF NEW MEMBER

INDUCTION CEREMONY	Date Conducted _____ By Whom _____
COMMITTEE ASSIGNMENT	Date of Assignment _____ What Committee _____
ORIENTATION SESSION	Date of Session _____ Conducted by Whom _____
BOARD MEETING	Date Attended _____
CLUB PROJECT	Date of Project _____ Project Name _____
VISITED ANOTHER CLUB	Date of Visit _____ Name of Club _____
SPONSORED A MEMBER	Date _____ Whom _____

Information sent to District Governor on \_\_\_\_\_ by \_\_\_\_\_

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

ME-6

OFFICIAL PUBLICATION OF LIONS CLUBS INTERNATIONAL

# Transfer Member Form (ME-20)

If a member moves from a club area, the club secretary should automatically fill out the official three-part Transfer Member Form (ME-20). The completed transfer form should be distributed as follows:

The club secretary will:

- forward the original and yellow copy to Lions Clubs International for processing.
- retain the pink copy for the club files.



## TRANSFER MEMBER FORM

### Instructions for Lions Club Secretary

1. Complete this form. (A dropped member must join a Lions club within six months to maintain continuous membership.)
2. Forward the original, yellow and gold copies to Lions Clubs International for processing. (Do not remove the bottom part.)
3. Retain the pink copy for your club files.

TO: NAME OF NEW LIONS CLUB (if known) Centerville-Osterville District 33-S

New Lions Club Account Number 012164 (Found in directory)

We are pleased to recommend this Lion in good standing for membership in your club.

Full Name: Douglas Bruce McHenry Spouse's Name Mary Ellen

New Address: P. O. Box 422 Marston Mills, MA 02648

Telephone: 508-555-1234 Arrival date in your area: March 1, 19--

A Lion since: February 19-- Listed as a dropped member on our M&A Report for the month of: March

Highest Chevron received: 15-Year Monarch Award

Highest Membership Key awarded: Senior Master Key

Sponsored the following new members who will count as credit toward Key Awards on dates shown

None at this time

Member a Melvin Jones Fellow? Yes  No

Highest club office held: Vice President

Highest district office held: Governor's Council, District 33-S

Highest multiple district office held: None at this time

Highest international office held: None at this time

Special remarks: \_\_\_\_\_

Member's club service record available on request Yes  No

Former Club Name: Acton Former Club Account Number 012345

Address: 8 Algorgin Road District 33-N

Acton, MA 01720 Secretary's telephone 508-555-1234

Date February 25, 19--

Thomas Brown  
Former Club Secretary's Signature

NEW CLUB SECRETARY: Please complete this slip and return to Lions Clubs International.

Lion Douglas Bruce McHenry a former member of Acton Lions Club

District 33-N was accepted as a transfer in our Lions Club of Centerville-Osterville

District 33-S on April 19, 19--

Date April 19, 19--

Jeffrey Smith  
New Club Secretary's Signature

ME-20



# Chevrons

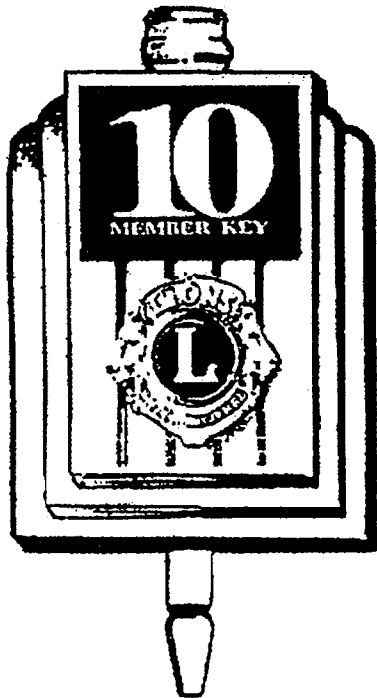
## *Policy Change Regarding Chevrons*

Effective July 1, 1999, the Charter Monarch and Monarch Chevrons will become saleable items through the club supplies official catalog. Until then, the awards department at headquarters will automatically send these chevrons as Lions become eligible. A brief description of chevrons follows:

- **CHARTER MONARCH CHEVRONS**—consist of one or more bars and a miniature scroll. Each bar represents ten years of membership and each half bar represents five years. This chevron should be purchased for a Lion who is a Charter Member and has attained ten or more **total years of membership**.
  
- **MONARCH CHEVRONS**—consist of bars only. Each bar represents ten years of membership and each half bar represents five years. This chevron should be purchased for a Lion who is not a Charter Member and has attained ten or more **total years of membership**.
  
- The club secretary is responsible to maintain the membership records and, if desired, to purchase the chevrons for the eligible members.

**Chevrons are awarded only on the basis of length of membership.  
They are in no way related to attendance awards.**

# MEMBERSHIP KEY AWARDS



Key awards are earned for the total of new members sponsored, who have met the requirements for eligibility. Keys are available in the following increments:

2 Member Key	100 Member Key
5 Member Key	120 Member Key
10 Member Key	140 Member Key
15 Member Key	160 Member Key
20 Member Key	180 Member Key
25 Member Key	200 Member Key
30 Member Key	220 Member Key
35 Member Key	240 Member Key
40 Member Key	260 Member Key
45 Member Key	280 Member Key
50 Member Key	300 Member Key
60 Member Key	350 Member Key
70 Member Key	400 Member Key
80 Member Key	450 Member Key
90 Member Key	500 Member Key

The awards are issued automatically, each time a sponsor reaches the next level. They are sent thirteen months after the date the new member was reported on the Membership and Activities Report, for the sponsor listed on the report.

All keys are of the same design, identical in shape and size, except for the number designating the total of new members sponsored. An appropriate card will accompany each key award which is sent to the club secretary.

## RULES OF ELIGIBILITY

1. A new member must remain a Lion for one year and a day before the name may be used as credit toward a key, 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 and the sponsor must be reported on the Membership and Activities Report of the club, with the **sponsor's member number and club number**.
3. No sponsor shall receive more than one key of the same type.
4. Charter, transfer and reinstated members cannot be used as credit for a key.
5. Only one sponsor can receive credit for a new member.



### Membership Card (C-3)

A card should be prepared for each of the club members as soon as the member is entitled to it. When new members are inducted into the club, a membership card should be provided for them immediately.

**A sufficient supply of membership cards is included in the packet of forms the secretary receives from International Headquarters at the beginning of the club year.**

### Statement Sheet (M-44)

This form is to be used to bill each individual member for dues, meals and other miscellaneous items.

**This form can be ordered from Lions Clubs International.**

### Roll Call Form (C-8)

This should be filled out with a guest's name or a visiting Lion's name at each regular club meeting and given to the secretary for the records. It can also be used for a roll call of members. Each newly chartered club receives a supply of this form.

Roll Call Form (C-8)

Statement Sheet (M-44)

Membership Card (C-3)

# Supply Order Form

The secretary of each club is sent a catalog of official supplies available from Lions Clubs International. The items in this catalog are to be ordered directly from International Headquarters on the official form. A stock of supplies should be on hand at all times, particularly those items that are presented to new members.

Allow ample time for delivery of important items that are required to meet a deadline.

Along with the new catalog, the secretary will receive blank copies of the Supply Order Form and instructions on how to use the catalog and form.

Forms are also included in the packet received from Lions Clubs International at the beginning of the club year. (Note: In the United States and Canada, make sure that the account number pre-printed on the forms in the shaded areas is correct. If not, cross it out and insert the full club number, which is also your club account number.)

To assure delivery for awards presentations in May or June, please mail your orders in March. In May and June our supply orders increase dramatically. Please, therefore, allow an additional two weeks for processing your order. It will greatly facilitate the handling of your orders if you always provide the catalog numbers, description, and sizes of the items, along with the quantities desired.

If your order is needed by a specific date, please

indicate that date on your order request. If "rush" processing is required for special events and programs, additional delivery costs may be incurred. We assure you every effort will be made by the Club Supplies Division to get it to you on time. For U.S. shipments, advise if you wish UPS Next Day or 2nd Day Service, and be sure to provide a street address. Shipping to a P.O. box requires parcel post service and that can take up to two weeks in the U.S. and several weeks outside the U.S.



The Club Supplies fax number is: (630) 571-0964

If you fax your order, please do not also mail in the order. This will result in a duplication.

**Please anticipate your needs and order as early as possible.** We do not accept engraving or lettering over the phone. Please type or clearly print the personalization desired and fax or mail it with your order. **To avoid delays in receipt of U.S. orders, please provide us with a street address whenever possible.**

To keep you informed, discontinued or back-ordered items will be noted on the packing slip that accompanies your order. Carefully review this packing slip for any additional information. Back-ordered items will be shipped as soon as possible.

Supply orders being billed to club accounts should be placed and signed by club secretaries.


**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS**


300 22nd Street Oak Brook, Illinois 60523-8842  
Phone: (630) 571-5466  
Fax: (630) 571-0964

**ORDER FORM**  
 No. **G-098756**  
IN ALL CORRESPONDENCE PLEASE REFER TO ABOVE NUMBER AND ADVISE NAME OF CLUB OR DISTRICT CHANGED

<b>SECRETARY</b>	NAME: Robert E. Thomas	<b>CHARGE TO</b>	DATE: March 2, 19--
	TITLE: Secretary		LIONS CLUB OR DISTRICT: Worth Lions Club
	ADDRESS: 2236 Judson Avenue	<i>John Smith</i> SIGNATURE OF CLUB OR CABINET SECRETARY	
	CITY/STATE: Worth, Illinois ZIP: 60482	PHONE NO.: (708) 555-1234	

NOTE: YOUR ORDER WILL BE FILLED EXACTLY AS YOU INDICATE ON THIS FORM. PLEASE FILL OUT CLEARLY SHOWING NECESSARY INFORMATION - COLOR, SIZES, ENGRAVINGS, ETC. WE MAKE NO ASSUMPTIONS ON PERSONALIZATION.

CLUB/DIST. ACCOUNT NUMBER	CLUB	DISTRICT NO.		
0001 123654	Worth Lions Club	1-A		
DATE: 3-2-19--	SHIP VIA: UPS			
QUANTITY	CATALOG NO.	DESCRIPTION	UNIT PRICE	TOTAL
4	G-134	Lion Desk Ornaments	12.95	51.80
50	M-33-B	Board Meeting Minutes	.80	.80
1	B-1	Past President Button - Plain	10.95	10.95
2	B-5-J	Past President Buttons - Jewel	78.50	157.00
24	S-4	Luncheon Badges	1.05	25.20
<b>USE THIS FORM FOR ORDERING CATALOG ITEMS ONLY</b>				

NOTE: BEFORE MAKING THIS FORM CHECK ALL COPIES FOR LEGIBILITY. RETAIN GREEN COPY ONLY. PLEASE COMBINE ORDERS FOR ITEMS WHENEVER POSSIBLE.

T-S 541-4 FOR ENGRAVING OR GOLD STAMPING INSTRUCTIONS

Engrave G-134: In Appreciation

WORTH LIONS CLUB

June 19--

MDS19 100M 486 PRINTED IN U.S.A.

**THIS FORM TO BE USED FOR ORDERING CATALOG SUPPLIES ONLY.**

**FILL OUT USING TYPEWRITER OR PRINT CLEARLY USING BALL POINT PEN ON HARD SURFACE.**

REMOVE AND RETAIN GREEN COPY ONLY FOR YOUR RECORDS. RETURN REMAINDER TO LIONS INTERNATIONAL.

**DO NOT REMOVE**

MERCHANDISE COPY

## Other Forms the Secretary May Want to Use

Several forms the secretary may want to use can be purchased from Lions Clubs International, Club Supplies Division.

### **Cash Disbursements (M-33-1A)**

This form is maintained by the club secretary as an accurate record of cash disbursements such as all dues and fees, postage, printing, telephone and club supply charges. Separate Cash Disbursement forms should be maintained for your activities fund and administrative fund accounts, as well as separate accounts and books. At the end of the fiscal year, these forms should be totaled, ruled, and a fresh start made for the new fiscal year.

### **Financial Statements, Budget**

Although these forms are not available from Lions Clubs International, we suggest that the secretary, for his or her convenience, prepare forms to help guide the:

- administrative fund budget
- statement of income and expenditures
- statement of financial condition

### **Lions Club Guest Register (M-33-J)**

This form is designed so that guests may personally record their names and that of their host member.

### **Members' Attendance Record (M-33-G)**

This form is an attendance record and a membership roster that enables a secretary to know at a glance each member's attendance, credits for make-up meetings or illness and current membership status. The marking code on the form makes it easy for the secretary to maintain the record. Members should be listed in alphabetical order. All members' names should be on the attendance record regardless of membership status. New members should be added to the end of the list, showing the actual date of induction. Should members resign, transfer, be dropped or change status, the secretary shows the actual date of the action.

### **Member Ledger (M-33-GBA)**

The Member Ledger is an individual account form. It will help the club secretary keep an accurate record of each individual's membership dues. Member Ledgers should be maintained in alphabetical order adjacent to the Record of Club Service and Award Record forms. Each individual member's account is debited for dues on the first day of the payment period. It is recommended that dues be collected in advance by all clubs in quarterly or semi-annual payments. At least once a year, each ledger should be balanced and audited.

### **Meeting Notice Card (S-72)**

This postcard is designed to remind members of events such as ladies' night, banquets or special meetings.

### **Official Minutes of Board of Directors Meeting (M-33-B)**

(see "Recording the Minutes")

### **Official Minutes of Regular Club Meetings (M-33-C)**

(see "Recording the Minutes")

### **Record of Club Service, Award Record (M-33-SA)**

This form is used to enter all pertinent information about the member from the day he or she enters the club until the day he or she leaves it. One side of the form records the member's history of club or district service, specifically the dates the member has served on committees and offices held. If a transfer member, his or her record from the previous club should also be recorded. The reverse side is for a complete record of awards, key awards and chevrons. There is also provision for listing members sponsored into Lionism by the member. It is important that this record be kept up to date.

# Membership

Any person of legal majority or older of good moral character and reputation in your community is eligible for membership in your club, providing that the individual has been properly screened. Lions club membership is by invitation only. Nominations are made on forms provided by Lions Clubs International (see section on "Invitation Application for Membership").

Any member dropped from membership may be reinstated within six months by a majority vote of the board of directors. Where more than six months have elapsed, the member must return to the club as a new member.

## The Transfer Member

The club may grant membership on a transfer basis to a Lion who has terminated or is terminating his or her membership in another Lions club, provided that:

1. A completed Transfer Member Form is received by the secretary of this club within six months following the date of termination of membership in the former club, or, if the form is not available, the member's current membership card.
2. Such termination was in good standing.
3. Such Transfer Member Form or membership card is approved by the board of directors.

If more than six months have elapsed, the former Lion must come into the club as a new member.

To transfer a member into the club after acceptance, just list him or her on the next Monthly Membership Report as a transfer member and show former club name. No other forms need be sent to the international office.

If a member moves from the club area, in good standing, fill out the three-part Transfer Member Form (ME 20). Show the member as a drop on the Monthly Membership Report (C-23-A).

Note on the report that the member dropped in good standing and moved from the area. Add the new address, if known. Should the club wish information about a prospective member who desires to transfer into the club, request form ME-20 from the president of the previous club.

## Reinstated Lions Service Credit Program

At its March 1996 board meeting, the International Board of Directors approved a Reinstated Lions Service Credit Program effective July 1, 1996. This new policy will allow Lions, who have had previous breaks in Lions membership, to claim their time served, "in good standing," and apply it to their current Lions membership record. This policy does not apply to former members who were dropped for "non-payment of dues."

To formally request reinstated Lions service credit, a Lion must complete the form, indicating all time segments served "in good standing." This information will be matched against International Headquarters' records, and adjustments to the total years served will be made. Lions, unable to provide specific service dates, should give their best estimates of service dates.

Each Lion requesting reinstated service credit is asked to complete a form and submit it to the club's board of directors for approval. The form must be signed by their club president and club secretary. The club secretary then attaches the completed forms to a Monthly Membership Report. Former Lions may rejoin a Lions club and then utilize this form to record prior segments on their renewed record. Former Lions, rejoining the organization, will be required to pay an entrance fee of US\$25.

Questions relating to this new policy can be addressed to the Extension & Membership Division, telephone (630) 571-5466, Extension 303, or fax (630) 571-1691.

## Types of Membership

There are seven kinds of membership: active, member-at-large, honorary, privileged, life, associate and affiliate.

**Active:** A member entitled to all rights and privileges and subject to all obligations that membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities, and conduct reflecting a favorable image of the Lions club in the community. All active members shall pay such dues as the local club may charge, which dues shall include district and international dues.

**Member-at-Large:** A member of the club who has moved from the community, or, because of health or other legitimate reason, is unable to regularly attend club meetings and desires to retain membership in the club, and upon whom the board of directors of the club desires to confer this status. This status shall be reviewed each six months by the board of directors of the club. A member-at-large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.

**Honorary:** An individual not a member of the conferring Lions club, having performed outstanding service

for the community or the Lions club, upon whom the club desires to confer special distinction. The club shall pay entrance fees and international and district dues on such a member, who may attend meetings but shall not be entitled to any privileges of active membership.

**Privileged:** A member of the club who has been a Lion 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reason as determined by the board of directors of the club, must relinquish active status. A privileged member shall pay such dues as the local club may charge, which dues shall include district and international dues. The member shall have the right to vote and be entitled to all other privileges of membership, except the right to hold club, district or international office.

**Life Member:** Any member of a club who has maintained active membership as a Lion for 20 or more years and has rendered outstanding service to club, community, or this association; or any member of a club who has maintained active membership for 15 or more years and is at least 70 years of age; or any club member who is critically ill, may be granted life membership in the local club upon (1) recommendation of the club, (2) payment to the association of US\$300 or its equivalent in the respective national currency by his/her club in lieu of all future dues to the association; and (3) approval by the International Board of Directors. Nothing herein shall prevent the local club from charging a life member such dues as it shall deem proper.

A life member shall have all privileges of active membership so long as all obligations are fulfilled. All international presidents, upon retiring from office, shall automatically become life members of their respective Lions clubs, without cost to such clubs.

A life member who desires to relocate and receives an invitation to join another Lions club shall automatically become a life member of said club.

To apply, a club secretary must submit a life membership application form (CLM), together with a check or a copy of a deposit slip in the amount of US\$300.

**NOTE: PLEASE ALLOW AT LEAST eight WEEKS FOR DELIVERY OF PERSONALIZED LIFE MEMBERSHIP CERTIFICATE AND SILVER LIFE MEMBERSHIP CARD.**

**Associate Member:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the conferring club's community. This status may be conferred by invitation of the board of directors and shall be reviewed annually by said board. The conferring club shall not report an associate member on its Monthly Membership Report.

An associate member may be eligible to vote on club matters at meetings where he/she is present, but may not represent the club which has conferred associate

member status as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office nor district, multiple district or international committee assignment through the conferring club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the club conferring associate member status, but shall be assessed by the club in which he/she maintains active membership; PROVIDED, however, the local club may assess an associate member such dues it deems appropriate.

**Affiliate Member:** A quality individual of the community who currently is not able to fully participate as an active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by invitation of the club's board of directors.

An affiliate member may be eligible to vote on club matters at meetings where he/she is present, but may not represent the club as a delegate at district (single, sub-, transitional/provisional and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An affiliate member shall be required to pay district, international and such dues as the local club may charge.

## Awards

The presenting of awards is how Lions Clubs International and the club recognize individual Lions for outstanding service. It is an excellent way to maintain morale and spirit within the club. The maintaining of accurate records ensures that awards are presented in a timely manner. The presentation of all awards should be made at a regular club meeting or a special meeting, such as a family night, and accomplished in an impressive manner. Clubs can purchase attendance awards from Lions Clubs International, Club Supplies Department.

## The Attendance Committee

Because good attendance is vital to a club's strength, the secretary must understand how the attendance committee functions if their efforts are to be coordinated. More detailed information on the attendance committee can be found in the Club Committee Envelope (LA-19-E) mailed to your club president.

## Attendance Make-Up Rules

1. Absence from a regular meeting of a Lions club may be made up within the time limit of 13 days prior to and 13 days following the date of the missed meeting in any one of the following ways:

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

- 2. A member who is forced to miss a meeting(s) by reason of illness shall automatically be granted attendance credit for the meeting(s) missed upon furnishing acceptable evidence of said illness.
- 3. A member who is forced to miss a meeting(s) as a result of military service, jury duty, elected government position or other statutory requirements shall be given attendance credit for the meeting(s) missed. In each case, the club board of directors shall decide if credit should be given for the missed meeting(s).
- 4. Any Lion who finds it necessary or is assigned to perform occupational duties for an extended period in a place from which he or she cannot readily attend a Lions club meeting may, at the discretion of his/her club, be granted credit for meetings missed thereby.
- 5. Responsibility should be placed on the club secretary to verify that the member has fulfilled attendance requirements.
- 6. The Executive Committee shall use its discretion in granting continuous Membership in cases in which a political situation is involved in a country.
- 7. A member who is forced to miss meeting(s) by reason of pregnancy or childbirth shall be granted attendance credit for meeting(s) missed for an appropriate period of time to be mutually agreed upon by the club's board of directors and the member.

## **Preparation for Meetings**

### **Board of Directors**

The secretary has three main duties in preparing for the board of directors meetings:

- 1. At the request of the president, coordinates topics to be covered.
- 2. Notifies board members and individual committee chairmen (and others who are to make special reports) of the time and location of the meeting.
- 3. Records the minutes of the meeting in detail to provide the business history of the club.

The secretary's responsibilities will vary from club to club; therefore it is recommended that he or she establish ground rules with the president to avoid confusion at the board meetings.

### **Club Meetings**

Although the style of club meetings will vary widely, all should have a good program and plenty of good fellowship. A suggested list of events for a club meeting includes:

#### **Prior to the meeting:**

- 1. Prepare a check-off list of things to do.
  - a. Awards to be presented.
  - b. Place roll call blanks at each table place setting, or prepare roster for checking roll (if used).
  - c. Assemble correspondence to give to committee chairmen or members.
  - d. Assemble and list information to be announced to members.
  - e. List items of interest for the president.
  - f. List items of interest for the bulletin editor (district governor newsletter, etc.).
- 2. Prepare New Member Kits. Purchase kits, if necessary.

**During the meeting:**

1. Check roll and make note of members with guests.
2. Record minutes of meeting on Official Minutes of Regular Club Meeting Form (M-33-C).
3. Collect dues and give members receipts for same.
4. Have new members fill in top portion of Record of Club Service Form (M-33-SA).

**After the meeting:**

1. Verify monies collected and record payment of dues on Member Ledger Form (M-33-GBA).
2. Record charge for guests on Member Ledger Form (M-33-GBA).
3. Record attendance and make-up meetings on Member Attendance Record Form (M-33-G).
4. Record awards presented on Record of Club Service and Award Form (M-33-SA).
5. Deposit or turn over to treasurer all monies collected.

**Recording the Minutes**

The minutes of board and club meetings must be recorded for future reference and club historical purposes. Here are several guidelines the secretary may want to follow:

1. Use his or her discretion as to what is important enough to be documented, particularly where discussion is involved.
2. Ensure that the names of members making motions and seconds are recorded.
3. Don't try to record every word that is spoken, only those pertinent to club or board business or those that will provide the business history of the club.

Club meeting items that should be documented in the minutes are: (1) members giving pledge, invocation, songs, etc.; (2) number of guests and members present; (3) attendance percentage; (4) committee reports; (5) matters of business needing approval of total membership; (6) name and topic, with comments about guest speaker or program; (7) presentation of awards to members.

**International Dues, Fees and Carrying Charge**

<b>Dues or Fee</b>	<b>Procedure</b>
Per capita, convention tax	Hqts. bills club semiannually
Entrance fee	Hqts. bills club
Reinstated/transfer (within 6 months of separation; if later, the new entrance fee applies)	Hqts. bills club

**Carrying Charge**

A 1% per month carrying charge, not to exceed the maximum amount permitted by law, shall be levied on all United States club account balances sixty (60) days or more past due and on all other club account balances ninety (90) days or more past due.

**Making Remittances to the International Office**

All charges and credits are accumulated during the month and included in an itemized statement sent monthly to the Lions club secretary or treasurer. It is his or her responsibility to check the entries shown on the statement and, if everything is in proper order, submit statement to the club's board of directors for approval. Then it is to be turned over to the treasurer for payment.

The itemized portion of the statement is not to be returned to Lions Clubs International, but the upper portion should be sent along with the check or deposit slip. This will simplify the crediting of the payment to the proper account and make it possible for the club to retain the statements month after month for reference and permanent records.

**All payments should be identified by club name and six-digit club number.**

# Ordering Supplies and Publications

## Personalized or Special Supply Items

You will receive the acknowledgment copy of any portion of your order that is placed with a manufacturer for direct shipment. Review that copy and advise the Club Supplies Department of any corrections as soon as possible to avoid disappointments when received. On U.S. shipments, please allow 4-6 weeks for delivery from the date of this acknowledgment.

Special or personalized items will be shipped separately from the rest of your order. The manufacturers require a street address in the U.S. for direct shipment of personalized items.

Engraving or lettering instructions should be typed whenever possible or printed clearly to eliminate costly interpretation errors and delays in shipment. Retain a copy for your records. **We do not accept engraving or lettering over the phone.** Please fax or mail it to us. To facilitate the processing of your order, be sure to note the space limitations indicated in the catalog description and also include a daytime telephone number so we can contact you if we have any questions about your order. We make no assumptions on lettering. Custom or personalized orders may not be exchanged or returned.

## Payment

If you choose to pay cash, enclose your check or money order with the order; include all applicable taxes and postage fees.

If you choose to charge the order to a Visa or MasterCard, please be sure to provide the entire account number, as well as the expiration date.

Applicable taxes and postage will be added to the order at the time of billing which follows shipment. Outside the U.S., shipping charges will be added.

If you are not pleased with your stock item selection, you may return it to the International Headquarters, but please be sure to include a note indicating your dissatisfaction, as well as your name, club name and related invoice number. Credit will be issued to the club account at the time of receipt of the returned merchandise in saleable condition.

Adding to an existing order is difficult, especially if a number of days have elapsed since the original order was placed. During the "rush" season, it cannot be done. It would always be more expedient to make the add-on a second order.

The Club Supplies Department hours are 8-4:30, Monday through Friday. In order to provide fast, efficient phone service, please have details of your order handy. We cannot accept collect calls.

Club secretaries outside the U.S. should order supplies from the Lions supply distribution center in their area, if a center exists. A list of these centers can be found in the Supply Catalog.

In any country where funds are restricted, payment is required in advance, in U.S. dollars, prior to processing and shipping the club supply request.

## Publications

Most of the numerous publications that International Headquarters publishes for Lions are distributed automatically during the year to the appropriate Lions for their various programs, special observances and duties. When requesting a publication, please direct the request to the appropriate department according to the need. Before ordering, please check first with the club president; he or she may have already received it and not yet distributed it. Publications covering the following subjects and others are available:

- Activities
- Awards
- Club evaluation
- Convention
- Ethics and Objects
- Extension
- General information about Lionism
- Leadership development
- LCIF
- Leos
- Membership
- Officer installation
- Public relations
- Insurance

## Use of Lions Name and Emblem

The policy of the International Board of Directors states:

1. No item bearing the association's name or emblem may be sold or distributed to Lions, Lions clubs or the public without written permission from the general counsel or the Club Supplies and Distribution Division at International Headquarters.
2. No Lion, Lions club or Lions district may use the association's emblem on any item sold to the public for fundraising purposes.

A manufacturer must obtain permission from the international association for the use of an approved Lions club fundraising activity seal on their product to be used in the fundraising.

Each year the General Counsel's Office at International Headquarters issues a license agreement to all Lions clubs that grants permission to the club to have the name "Lions" and the official emblem printed on club stationery, bulletins, postal cards and on any other printed material reasonably necessary to club operation. This is provided only if such other printed material is not available through the Club Supplies and Distribution Division. The reason for this legality is to protect the Lions identity. It is important that all Lions clubs use the official Lions emblem recognized by the international association.

One of the important things to remember about a Lions supply item such as a Lions lapel emblem is that when another Lion recognizes it, the emblem creates an immediate bond of friendship. Observance of these trademark regulations helps to protect this emblem as a symbol of understanding and cooperation between people of goodwill everywhere.



## **Income Tax (United States Only)**

Lions Clubs International, its districts and clubs are exempt from payment of Federal Income Tax under Section 501(c)(4) of the International Revenue Code. However, the association, each district (single, sub- and multiple) and each club are required to file, individually—but only if its gross receipts for an accounting year (fiscal or calendar) normally exceed US\$25,000. They file an information return known as Form 990 or Form 990 EZ on or before the 15th day of the fifth month following the close of its accounting year. If gross receipts are normally not in excess of US\$25,000, no return is required, but the Treasury asks that if a pre-addressed return is received from IRS, you so indicate by checking the “box” at the upper right-hand corner of the return, then sign the return and file it at the place indicated on the return. Failure to file on time—without reasonable cause acceptable to the commissioner—subjects the club (or district, etc.) to a penalty.

### **Obtaining Exempt Status**

In addition, any Lions club chartered or district created in the United States or its territories after March 18, 1968, and any Lions club that was incorporated after March 18, 1968, in order to be included in the group ruling issued to the association (and renewed) annually, must file a letter with the international office authorizing Lions Clubs International to include it as a subordinate unit for tax exemption purposes and setting forth its employer's identification number. The international office supplies a letter of authorization for execution by the club. Failure to observe these regulations on the part of any club or district may lead to revocation of its exempt status.

## **Club Directory and Newsletter**

A club directory is indispensable to each member. Without a current annual directory of correctly spelled names and accurate addresses, communication between members during the week would be handicapped. Important information is not conveyed sometimes because a telephone book or personal address book is not readily available.

A club directory should have the following contents:

1. Basic information about the club meeting place and time.
2. List of club officers.
3. Name of international president, address of International Headquarters, and name and address of district governor.
4. A schedule of club fees and dues.
5. A brief history of the club.

6. A list of past club presidents and secretaries, and years they served.
7. A list of committee chairmen.
8. A list of all club members, with their home and business telephone and fax numbers and address.

### **Club Newsletter**

Every club should publish its own newsletter. A newsletter is the fastest and surest way of making sure all members know what's going on in the club.

Because the secretary is often one of the most informed club members, he or she is sometimes given the added responsibility of being the newsletter (or bulletin) editor. Even if not, he or she should maintain close contact with the editor to ensure that all important club news is published.

## Correspondence

A major function of the secretary is that of properly handling club correspondence. He or she will receive correspondence from a number of Lions and non-Lions sources covering a vast range of subjects.

Much of this correspondence will involve the president, treasurer, and committee and project chairmen. It will be sent to the secretary for further distribution within your club. It is absolutely essential that all correspondence be opened and read immediately. If correspondence is intended for a specific member of your club, and it seems important or involves a deadline, deliver it or notify that member immediately.

It is also essential that all reports are mailed, all bills paid, and all correspondence answered properly and promptly to ensure that the club maintains good public relations within the community and a good working relationship with Lions Clubs International, the district governor and the cabinet. Correspondence generated as a result of action by the club's board of directors should be answered and mailed within three days after completion of the board action.

Whenever possible, correspondence should be typed rather than handwritten. Letters when handwritten should be neat and legible.

### How to be a Good Correspondent

**Send copies:** When corresponding with Lions Clubs International on matters other than routine supply orders and award requests, always send a copy of your correspondence to your district governor. Always use your full club number in addition to your club name when corresponding with the international office.

**Be professional:** Correspondence should always be to the point, diplomatic and neat.

**Reply:** Always reply to a request for contributions, whether you are saying "yes" or "no." If negative, explain why the contribution was not made and express the regrets of the club.

**Quote the by-laws:** When informing a member of being dropped for nonpayment of dues, quote the section of the constitution and by-laws authorizing your action. Inform the member of total dues owed the club and of the fact that his or her future membership must be denied until full payment is made. Express the regrets of the club, offer assistance, and state the effective date of his or her being dropped. Provide the treasurer with a copy of such correspondence. Take the same action when dropping a member for nonattendance.

**Write applicants immediately:** Always write applicants for membership and invite them to become members immediately after board approval. Provide each sponsor with a copy of your letter to the applicant.

**Accept a resignation with regrets:** Generally speaking, when you notify a member that his or her resignation has been accepted, offer your club's regrets, express appreciation for his or her past services, give the effective date, and tell him or her the amount of dues owed. Provide your treasurer with a copy of this correspondence.

**Always write regarding membership status:** Always write to a member when the board has acted on his or her request for a change in membership status. If approved, notify him or her of the effective date, and explain the difference in dues, if any; inform him or her of special conditions attached to membership status, and send a copy of your letter to the treasurer.





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***We Serve***

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**THE  
INTERNATIONAL ASSOCIATION  
OF LIONS CLUBS**  
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