

**Adapted from former K-2 with added
Material---- By----LIONS
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LIONS CLUB SECRETARIES'
TRAINING WORKSHOP**

DISTRICT 17- I

AGENDA

- **Club Secretary**
- **Duties of the Club Secretary**
- **Record Keeping**
- **Awards**
- **Club Supplies**
- **Preparation for Meetings**
- **Dues and Fees**
- **The Club Budgets**
- **Income Tax**
- **Club Incorporation**
- **Lions Name and Emblem**
- **Correspondence**
- **Club Directory and Newsletter**

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.

THE CLUB SECRETARY

- **Is the recording officer of his/her Club.**
- **Is the liaison officer between his/her Club and the District and International Headquarters.**
- **Acts under the direction of the Club President and the Board of Directors.**

DUTIES OF THE CLUB SECRETARY

- **Submit regular Monthly and other reports to the International Office on forms provided.**
- **Submit to the District Governor's Cabinet such reports as it may require, including copies of regular reports on membership or activities.**
- **Cooperate with and be an Active member of the District Governor's Advisory Committee of the Zone of his/her Club.**
- **Reporting of club historical information to the MD 17 Historical/State Publications Committee.**

DUTIES OF CLUB SECRETARY (Continued)

Keep and maintain general records of the Club:

- **Minutes of Club and Board meetings.**
- **Attendance records.**
- **Committee appointments.**
- **Results of elections/list of Club Officers.**
- **Addresses and phone numbers of Club members.**
- **Issue statements to each member for dues.**
- **Collect and turn those statements over to the Club Treasurer.**
- **Give bond for the faithful discharge of his/her office in the sum and surety as determined
by the Board of Directors.**

RECORD KEEPING

Record keeping within the Club is the responsibility of the Secretary. Some items which will be useful in maintaining Club records are:

- **The Club Secretary's Manual.**
- **The Secretary's Record Book (S-18-S).**
- **International Constitution and By-Laws.**
- **Multiple District Constitution and By-Laws.**
- **District Constitution and By-Laws.**
- **Local Lions Club Constitution and By-Laws.**
- **The International Directory (if the club orders one).**

RECORD KEEPING (Continued)

A major part of the Secretary's duties involves various kinds of paperwork. International provides several forms at no cost; other forms are available at a nominal cost.

- **Monthly Membership Report (C-23-A) (can report on-line).**
- **Club Activity Report (A-1) (can report on-line).**
- **Cash Receipts Form (M-33-IA).**
- **Club Officers' Reporting Form (PU-101) (can report on-line).**
- **Invitation - Application for Membership (ME-6).**
- **Membership Card (C-3).**
- **Supply Order Form (MD-319).**
- **Application For Life Membership (CLM).**

RECORD KEEPING (Continued)

Additional forms that the Club Secretary may use are:

- **Dues Invoice (M-106).**
- **The Roll Call Form (C-8).**
- **Members' Attendance Record (M-33-HA).**
- **Complete Secretary Record Book (S-18-TC) (Has all forms needed).**
- **Member Ledger (M-33-SA).**
- **Official Minutes of Regular Club Meetings (M-33-B)**
- **Official Minutes of Board of Directors' Meetings (M-33-F).**
- **Club Service and Award Record (M-33-G).**
- **Financial Statements, Budget (Developed within each Club).**

RECORD KEEPING (Continued)

Three essential things which the Secretary must remember about forms are:

- 1. They need to be read carefully.**
- 2. They must be accurate.**
- 3. A duplicate is to be kept for his/her own records.**

RECORD KEEPING (Continued)

The Monthly Membership Report

The Monthly Membership Report (C-23-A) is the most important document prepared by the Secretary

- **LCI requires that the Membership Report (original) be received by the 10th of the following month. A copy should be sent even if your club does not meet that month. In that case, however, it should not be mailed before the first day of the month it covers.**
- **A copy of the Membership Report must be sent to the District Governor. Courtesy copies are requested to be sent to the Vice District Governor, Region Chair, and Zone Chair.**
- **A year's supply of Membership forms is included in the Club Secretary's Kit each year.**
- **Clubs are strongly encouraged to file the Monthly Membership Report on-line with LCI at www.lionsclubs.org. Club presidents, secretaries and treasurers will annually be issued passwords.**

RECORD KEEPING (Continued)

There are seven categories of membership in a Lions Club and reported on the Monthly Membership Report:

Active

- **Entitled to all rights and privileges.**
- **May seek any office in Club, District, or Association (if qualified).**
- **Has the right to vote.**
- **Pays dues as the club may charge, including District & Int'l.**

Member-at-Large

- **Unable to regularly attend club meetings and desires to retain club membership.**
- **Requires Board of Directors' approval.**
- **Status is to be reviewed each six months.**
- **Not eligible to hold office or vote in District/International meetings or conventions.**
- **Pays dues as the club may charge, including District & Int'l.**

Categories of Lions Club Membership (continued)

Honorary

- An individual performing an outstanding service upon whom the club desires to confer special distinction.
- The club pays entrance fee and District & Int'l dues.

Privileged

- A Lion for 15 or more years.
- Because of illness, infirmities, or other reason must relinquish Active membership status.
- Cannot hold office.
- Retains the right to vote.
- Pays dues as the club may charge, including Dist. & Int'l.

Categories of Lions Club Membership (continued)

Life Member

- **Active member for 20 or more years and rendered outstanding service. - or -**
- **Active member for 15 or more years and 70 years old. - or -**
- **Any member who is critically ill.**
- **Must be recommended by the club.**
- **Requires payment of \$300.00 in lieu of all future dues to the Association. (Local club may continue to charge dues).**
- **International Board of Directors must approve.**
- **Application for Life Membership form (CLM) required.**
- **All Int'l Presidents become Life Members after leaving office. There is no cost to clubs.**
- **Life Member status is retained on transfer to another club.**

Categories of Lions Club Membership (continued)

Associate

- **A member who holds primary membership in another Lions club but maintains a residence or is employed in the conferring club's community.**
- **This status may be determined by invitation of the board of directors and shall be reviewed annually by the board.**
- **May vote on club matters, but may not represent the club which has conferred Associate status as the delegate at district, multiple, or international conventions.**
- **Not eligible to hold office through the conferring club.**
- **Dues shall be assessed by the associate's home club.**
- **Secretaries should not report an associate member on Monthly Membership Report.**

Categories of Lions Club Membership (continued)

Affiliate

- **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.**
- **Status is conferred by invitation of the club's board of directors.**
- **May vote on club matters but may not be a delegate at district, multiple or international conventions.**
- **He/she shall not be eligible to hold office. Affiliate members shall pay district, international and such dues as the local club may charge.**

RECORD KEEPING (Continued)

The Monthly Membership Report is used to show:

- 1. Number of members in each membership category.**
- 2. Name, address, and sponsor of each new member.**
- 3. Name, address and former club of transferred members.**
- 4. Address changes of club members.**
- 5. Names of resigned or dropped members and reason.**
- 6. Number of members dropped for each reason. (Section D)**
- 7. Numerical summary of the membership total of the club.**
- 8. Month and year of the report, Club's ID number.**
- 9. Secretary's address.**
- 10. Total members in associated branch and LEO Clubs.**

RECORD KEEPING (Continued)

The Club Officers Reporting Form (PU-101)

- **The PU-101 form is sent to the Club Secretary each year.**
- **It is used to report the following information after the April elections:**
 - **The President's, Secretary's, and Treasurer's name, address, and phone number for the coming year.**
 - **The Membership Chair name and contact information.**
 - **The name and address of the club meeting place.**
 - **The days of the month and time of the club meetings.**
- **The PU-101 form is required to be sent to Int'l Headquarters by May 31 of each year.**
- **PU-101 can be filed on-line with LCI.**
- **A copy of the PU-101 is to be sent to the District Governor.**

RECORD KEEPING (Continued)

Invitation-Application for Membership Form ME-6

The ME-6 form is a two sided form:

Proposal for Membership

- **Proposed new member data.**
- **Signed by the sponsoring member.**
- **Submitted to the Membership Chairman for approval.**
- **Submitted to the Board of Directors for approval.**

Invitation to Membership

- **Presented to the prospective new member after being approved for club membership.**
- **Prospective new member accepts invitation by signing on the acceptance line and submitting required entrance fee and dues.**

RECORD KEEPING (Continued)

Transfer Member Form ME-20

If a club member moves from a club area, the Secretary should automatically fill out the Transfer Member Form.

- **Three copies of the form are forwarded to Lions Clubs International for processing.**
- **A copy of the form is retained by the Secretary for his/her files.**

RECORD KEEPING (Continued)

Meeting Minutes

- **The minutes are the official record of all business transacted, activities undertaken, plans discussed, awards given, name and topic of guest speaker.**
- **The minutes should contain what is done; not what is said.**
- **They should be written in the third person.**

RECORD KEEPING (Continued)

Meeting Minutes (continued)

Minutes should include:

- **Whether previous meeting minutes were read and approved; or if reading was dispensed with.**
- **All motions, whether adopted or lost.**
- **Names of persons making motions and seconds.**
- **Summarized reports of committees.**
- **Appointments of committees, elected delegates, etc.**
- **Number of votes on each side when vote is taken.**
- **Time of adjournment.**
- **Personal opinions or criticism should not be recorded.**
- **If minutes are corrected, correction should be made in right margin then stated in the minutes at the next meeting.**
- **Minutes should be signed by the secretary.**

AWARDS

The club Secretary must be aware of awards to which his/her club members are entitled.

- **LCI automatically issues Key Member awards to qualifying Lions.**
- **Awards, medals, chevrons and pins may be ordered from LCI Club Supplies Division.**
- **Club Supplies on-line at www.lionsclubs.org**
- **Present awards to the recipient in an impressive manner.**

CLUB SUPPLIES

Supply Order Form MD-319

The Club Secretary is sent a catalog each year of official supplies available from Lions Clubs International. Items in this catalog are to be ordered directly from International using the Supply Order Form (MD-319).

- **Make sure that the Club Account Number listed on the form is correct.**
- **Allow ample time for delivery of important items.**

PREPARATION FOR MEETINGS

The Club Secretary's preparation for Regular Club Meetings consists of following:

Prior to the club meeting:

- **Assemble awards, correspondence, and information for members and committee chairpersons.**
- **List items of interest for the President and Newsletter Editor.**
- **Prepare New Member Kits as required.**
- **Place roll call blanks; prepare roster for checking roll.**

During the club meeting:

- **Check roll; note members with guests.**
- **Record club minutes.**
- **Collect club dues.**

PREPARATION FOR MEETINGS (Continued)

After the club meeting, the Secretary should:

- **Verify monies collected; record payment of dues and charges for guests in the Member Ledger.**
- **Record attendance and make-up meetings on the Members' Attendance Record.**
- **Record awards presented on the Record of Club Service and Awards form.**
- **Deposit or turn over to the Treasurer all monies collected.**

PREPARATION FOR MEETINGS (Continued)

The Secretary has three main duties in preparing for the Board of Directors' meeting:

- 1. At the request of the President, coordinate topics to be covered.**
- 2. Notify Board members and committee chairpersons of the place and time of the meeting.**
- 3. Record the minutes of the meeting for future reference and club history.**

DUES AND FEES

All Lions Clubs are required to pay the following dues for each member:

- International Dues \$39.00/year
 - Multiple District (State) Dues 11.30/year
 - District Dues 6.00/year
- Total \$56.30/year**

Lions Clubs are billed semi-annually for the collection of these dues. LCI bills clubs directly for LCI dues. District Treasurer bills clubs for MD and district dues.

The following fees are assessed by International:

- Charter Member Entrance Fee \$30.00
- New Member Entrance Fee 25.00
- Re-Instated or Transfer Member Fee 16.00

CLUB BUDGETS

At the start of each club year, a Club Budget should be developed.

- A club Administrative Budget.
- A club Activity Budget.
- These budgets should be reviewed periodically; at least every three months.

ADMINISTRATIVE BUDGET

The Administrative Budget (cost of operating the club) should include the following:

(Per member/year).

- **International Dues** _____
- **Multiple District Dues** _____
- **District Dues** _____
- **Lion Member Meals** _____
- **Guest Meals** _____
- **MERL Expenses** _____
- **Club Newsletters** _____
- **Secretary Supplies** _____
- **Awards to Members** _____
- **Miscellaneous** _____
- **Total Expenses** _____

ACTIVITIES BUDGET

The Activities Budget consists of money obtained from fund raisers and disbursed for service activities.

DISBURSEMENTS

- Eyeglasses _____
- Scholarship _____
- Park Project _____
- KLSF _____
- LCIF _____
- Sight First _____
- KLBF _____
- Senior Center _____
- Diabetes Ed _____
- Miscellaneous _____
- Total Expenses** _____

INCOME

- Pancake Feed _____
- Calendar Sales _____
- Christmas Tree Sales _____
- Fund Raiser X _____
- Total Income** _____

INCOME TAX

Lions Clubs International, its Districts and Clubs are exempt from payment of Federal Income Tax under Section 501 (c) (4) of the Internal Revenue Code.

However:

- **Form 990 must be filed if the club's gross receipts exceed \$25,000.00 for an accounting year.**
- **Form 990 must be filed on or before the 15th day of the fifth month following the close of the accounting year.**
- **Failure to file on time subjects the club to substantial penalties.**

CLUB INCORPORATION

Club incorporation protects members from liability due to injuries or damages sustained in activities or projects sponsored by the club.

- **Submit a copy of proposed Articles of Incorporation to International Headquarters office for approval.**
- **If club is incorporated without International approval, send a copy of Articles of Incorporation to International Office and advise of the date of incorporation.**
- **More information is available from Lions International.**

LIONS NAME AND EMBLEM

The Association's name or emblem may not be used by any Lions Club, Lions Club member, or any Lions District for any purpose except those expressly authorized by the international constitution or policies of the International Board of Directors.

CORRESPONDANCE

A major function of the Secretary is that of properly handling club correspondence.

- **If corresponding with LCI (on matters other than routine supplies orders) always send a copy to your District Governor.**
- **Be professional.**
- **Always replay to a request for contributions, whether you are saying “yes” or “no.”**
- **Quote the By-Laws when informing a member being dropped.**
- **Write applicants immediately and invite them to become members.**
- **Accept (after board approval) a resignation with regrets.**
- **Always write regarding change of membership status.**

CLUB DIRECTORY AND NEWSLETTER

A club directory is indispensable to each member. Communication between members during the week is easily accomplished with a current, accurate directory.

Your club directory should have:

- **Basic information about the club meeting place and time.**
- **List of club officers.**
- **Names of international president, address of International Headquarters, and names and addresses of district and vice district governors.**
- **Schedule of club fees and dues.**
- **Brief history of the club.**
- **List of past club presidents and secretaries, and the years they served.**
- **List of committee chairs.**
- **List of club members (their home and business addresses, phone numbers, FAX numbers, e-mail addresses) (Names of spouses may also be helpful).**

CLUB DIRECTORY AND NEWSLETTER

A club newsletter is a good way to make sure all members know what's going on in your club.

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

You might try Microsoft WORD or PUBLISHER newsletter templates if you need a quick start. Once you have set up the first one, it's easy to edit the subsequent month's information.