

LIONS CLUBS INTERNATIONAL



DISTRICT 201Q3

Club Officer Forum

Secretaries' Manual 2019 - 2020

Donna Hedges
District Governor

“Shaping Our Future Together – We Serve”



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DISTRICT GOVERNOR'S WELCOME

Firstly, thank you for accepting the position of Secretary for the 2019-2020 Lions' year. As the new year is fast approaching, it is important that we take time to prepare and plan for the next twelve months.

Attendance at the incoming club officer forums is strongly encouraged for all executive officers (president, secretary and treasurer) and for those who are taking on membership, leadership or service chair roles. The purpose of these forums is to learn more about your role, share ideas and hear up-to-date information on policy changes and new initiatives being implemented at the different levels of the organisation. The club officer manuals are also provided as a resource, in addition to the many online materials that can be accessed via the LCI and Lions Australia websites. District cabinet officers are appointed to assist you in carrying out your role. Please make use of this resource if you need advice or information on any matters.

My theme for the year is "Shaping Our Future Together – We Serve".

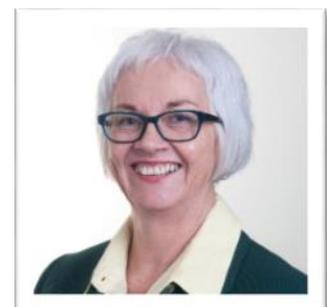
In responding to the changing needs of our communities or addressing the challenges we face such as ageing and declining membership, it is vital to work together with shared vision and goals. Together, we are responsible for shaping our future - tomorrow is the future we create today. The goals for the district will centre around four key areas – Service, Membership, Leadership and Lions Clubs International Foundation (LCIF):

- Service – to champion the global service framework; to promote our district and national projects and foundations as well as service projects in our local communities; to look for new and innovative ways to serve and engage young people
- Membership – to increase our membership base and retain our existing members to enable us to expand our reach and serve more people
- Leadership – to support Lions to grow into lionism with opportunities to increase their knowledge and skills and provide leadership pathways
- LCIF – to raise awareness of the purpose and achievements of the foundation as well as raise funds to support the global service framework, disaster relief and other humanitarian projects.

I seek your support and assistance to achieve these goals so that it becomes a shared vision. Please share your plans and let us know what you need from District to achieve your goals. District and clubs need to work together, supporting each other.

I look forward to working with and for you throughout the year. Let's make it a great year.

Donna



DISTRICT GOVERNOR PROFILE – Donna Hedges

Donna was born and raised in Toowoomba, the eldest of four children to parents Joan and Dudley who still live in the family home of 65 years. After completing her schooling at Harristown State High, Donna attended the Kelvin Grove Teachers' College (now QUT) in Brisbane. Her career as a teacher and administrator spanned 40 years, teaching in locations across the state – from Goondiwindi and Allora to Innisfail, Townsville, Rockhampton and a number of schools in the Greater Brisbane region. Donna retired as a school principal in 2012.

Donna and Lion Kevin have been married for 47 years and have two adult children, Jason and Samantha, and eight grandchildren. Jason, an army officer, currently resides in Canberra and Samantha, an exercise physiologist lives on the Gold Coast.

Donna joined Lions in June 1999 with the Brisbane Bunya Lions Club. Over the past 20 years, she has served in various roles and committees both at club and district levels, including club president, secretary, club branch liaison, 2009 district convention secretary, cabinet secretary and member of the global membership team. She is a graduate of both the Emerging and Advanced Lions Leadership Institutes and has completed the Guiding Lion training. Donna has received a number of awards in recognition of her commitment to Lions.

For over ten years, Donna held the position of secretary of the Lions Medical Research Foundation and is now an Ambassador for the Foundation. Donna has been involved with the LEOs since 1995 and is currently the LEO Advisor for the Mitchelton State High School LEO Club.

Donna has given freely of her time to volunteering in the communities in which she has lived, whether it be at a school, a church youth group, sporting clubs her children were involved in or with local community events and organisations. Last year, Donna volunteered at the Gold Coast Commonwealth Games and was also a baton bearer for the Queen's Baton Relay.

In her spare time, besides Lions, Donna enjoys going to the gym, and playing a most important role in life – being a grandmother to her 8 grandchildren.



INTERNATIONAL PRESIDENT – Dr Jung-Yul Choi

The International President for 2019-2020 is Dr Jung-Yul Choi from the Republic of Korea. He is a member of the Busan Jae-il Lions Club and has been a member for over 40 years. His career and life have been defined by the work ethic instilled in him as a child, along with the passion to bridge differences, connect people and embrace diversity to create harmony for all.

International President Choi's theme and key messages for the year will be:

“We Serve – Through Diversity”

[Diversity bridges all divides -- Diversify our Service and our Clubs – Paying It Forward, the domino of good]

Global priorities for the year:

- Speciality clubs allow people to join a community focused on common pursuits and interests – growing membership and helping our organization do even greater good
- Members of all ages – our members should represent every culture, background and generation. This year, we can strengthen our clubs by inviting young people and seniors to join us in service. This multi-generational approach is critical to unifying people, leveraging skills and experience and making clubs a welcoming place for all.
- Global Causes – our global causes give Lions around the world new opportunities to expand their service and make an even bigger difference in their communities
- Service Journey – Learn, Discover, Act, Celebrate – these are the four phases of a new set of resources for Lions to increase their service impact
- Supporting our Foundation – Campaign 100 is a three year effort to raise \$US300 million – as we enter the second year of the campaign, we are encouraging everyone to give what they can.



Club Secretaries - Welcome

Hello, and thank you for taking on the vital Secretary role in your Club. And congratulations on your election. At a time when there is so much information, you are responsible for ensuring that information flows effectively through your Club, and from your Club to other Clubs, our District, our Multiple District and Lions Clubs International, and to organisations outside of Lions

This information can take many forms and has many purposes:

- Some of it is a legal obligation - for example, the Club can be fined if it does not comply with the reporting requirements under the various Acts administered by the Office of Fair Trading
- Others gives your Club a voice – appointing delegates for the various Lions conventions
- Some provide the legal basis for our activities – Board and Club Minutes
- Reporting keeps the District, Multiple District and LCI aware of what Lions achieves
- Others keep you in touch with what is happening and tells others what you are doing

The Secretary is a pivotal role for the Club. As you are the information hub, you know have a broad view of what is happening in the Club, what the opportunities are, and what deadlines are coming up. Tactful use of this information will assist the Club to run as effectively as possible.

You will be able to

- assist the President to create the Club Meeting agenda
- provide reminder about upcoming events and deadlines
- ensure the club meets its reporting obligations
- identify opportunities for fun, service and fund raising

This manual will assist you understand, and perform the duties of, your position. Please remember, each Club is different, and it is up to you to merge how your Club has always done it with your own ideas and ideas from this manual to make the role work for you and your Club. We can't cover every scenario you will face in a manageable document – but we hope that it gives you the basis for good decision making in the role. The last few pages of this Manual are Annexures containing information and templates that may assist you in your role

I am available to assist if things aren't working or don't make sense. Please contact me on XXX or [XXX](#). Problems are most easily solved early in their life, so please don't be afraid to call. I look forward to working with as we give life to DG Donna's theme - ***“Shaping our Future Together – We Serve”***

All the best for a successful year in a rewarding, vital and interesting role

Richard Williams
Cabinet Secretary 201Q3

SECRETARYS' CALENDAR

Before July	<ul style="list-style-type: none">  Create club letterhead  Understand the filing protocol  Understand the distribution protocol create a minutes template  Create an agenda template  What does the president expect  What is your role in setting the agenda  Who does the meal bookings  Who sends out the notice of meeting/agenda  Ensure the Board sets a budget for the year
Ongoing	<ul style="list-style-type: none">  Club mailing list  Articles for the club bulletin  By 25 each month, add Membership changes/nil membership changes/Service activities in MyLCI/MyLion
July August	<ul style="list-style-type: none">  Notify Office of Fair Trading of new Officers  Delegates for District Convention  Convention memorial for District Convention  Notices of motion for District Convention  Encourage appointment of a Club Administrator to assist with reporting
September October	<ul style="list-style-type: none">  Issue written notice of the AGM including the agenda  Send your report to the Office of Fair Trading
31 Dec	<ul style="list-style-type: none">  Annual report due to Office of Fair Trading
February March	<ul style="list-style-type: none">  Issue notice of the nomination meeting, including venue, date, time and positions to be filled, at least 14 days prior to the meeting  Delegate forms for International Convention (if required)
March	<ul style="list-style-type: none">  Send out notice of election, including venue time date and candidates, at least 14 days prior to the meeting  Delegates for Multiple District Convention  Memorial for Multiple District Convention  Delegates for International Convention
April	<ul style="list-style-type: none">  Complete the PU101  Add officers to my LCI  Start a list of organisations seeking donations at year end
May	<ul style="list-style-type: none">  RSVP for the Club Officer Forum  Assist in Changeover arrangements
June	<ul style="list-style-type: none">  Handover to the new secretary  Prepare documentation for the club audit.

Duties of the Club Secretary

The District 201Q3 Lions Clubs Standard Form Club Constitution states that the duties of the Club Secretary [Rule 11 - Section D (4)] as: *“The 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 in which this Club is located, and the International Association. In fulfilment of this the Secretary shall;*

- (a) *Carry out all of the duties required of the Secretary by any Statutory Regulation, the International Association, and this Constitution.*
- (b) *Submit regular monthly and other reports to the International Association on blanks provided by the International Association containing such information as may be called for therein and otherwise by the Board of Directors of the International Association.*
- (c) *Submit to the District Governor's Cabinet such reports as it may require including copies of regular membership and activities reports.*
- (d) *Cooperate with and be an active member of the District Governor's Advisory Committee of the Zone in which this Club is located.*
- (e) *Have custody, keep and maintain general records of this Club, including records of minutes of Club and Board meetings, attendance, sub-committee appointments, elections, member information, addresses and telephone numbers of members and members' club accounts. All such records must be available for inspection by any Club Member at all reasonable times.*
- (f) *Issue monthly, quarterly or semi annual statements that have been prepared by the Club Treasurer for dues and other financial obligations owed to this Club.*

Obligations of a Chartered Club

As given in Article I Section 4 of the International By-Laws, the obligations of each chartered Club, to remain in good standing, are as follows:

- Collect from each member, except as otherwise provided in the By-Laws, minimum annual dues to cover International and District (single, sub-district and Multiple District) dues and such other expenses as are necessary for Club administration.
- Submit such regular reports to the association's office as may be called for by the International Board of Directors.
- Abide by the constitution, by-laws and the policy of the International Board of Directors.
- Attempt to resolve all disputes arising at the Club level according to the Club Dispute Resolution Procedure set out, from time to time, in the policy of the International Board of Directors

Constitutional & Legal Requirements

The Standard District 201Q3 Club Constitution is available on the District website at <https://201q3.lions.org.au/resources>, and has been drafted having regard to the requirements of Lions Clubs International and the Queensland Office of Fair Trading. Relying on another Club constitution may mean that you are not complying with local laws.

For further details, or if you believe your Club is not, or chooses not to use the Q3 Constitution, or you consider an amendment is necessary, please contact the Constitution and By-Laws Chair (PDG Norm Alcock) for advice, prior to taking any action.

The more important constitutional and legal requirements for Lions Clubs are outlined in Chapter 4 of the *Club Administration Manual*, but remember that these requirements differ in the various states and territories of Multiple District 201.

Policy Minutes

It is desirable that each club maintain an up to date set of Policy Minutes. They should reflect the day to day operational and management aspects of the club, and could address issues such as:

• regular project activity	• fee structure
• catering procedures	• support for community activities
• security	• Dress standards
• participation in District activity	• Raffles
• member reimbursement	• Club Visits
• entertainment	• Conventions
• changeover functions	• Club Equipment
• social activity	• Security & Safety
• Meeting dates, times and venues	

The Club Policy Minutes should be reviewed annually and adopted at the first meeting in each Lions year, usually July, although the policy minutes may be amended at any time during the year should it be necessary.

District Constitution and By-Laws Chair (PDG Norm Alcock) is available to guide and assist clubs in formulating Policy Minutes.

Club Secretary – Requirements under State Legislation

At all times, the Club Secretary should remember that he/she is also the Secretary or Public Officer of an Association incorporated under Associations Incorporation Act in Queensland. He/she will have to comply with the administrative requirements of that Legislation, in addition to complying with the administrative duties required by the State Charitable Collections Act (Your Club should have a Certificate of Sanction to enable fundraising.) The Legislation provides for significant financial penalties for those Secretaries who fail to comply with their requirements.

The Associations Incorporation Act and the Charitable Collections Act both require the submission of an Annual return within one month of the date of the Annual General Meeting, and pay the lodgement of annual return and financial statement fee.

The Office of Fair Trading will send this form to the address they have for your Club within one month of your financial year ending. If you do not receive or need another copy of this form, you can send a request to the Registration Services branch of the Office of Fair Trading (see contact details at www.fairtrading.qld.gov.au/business-units.htm)

The Association Incorporation Act 1981 stipulates that all incorporated organisations must hold an Annual General Meeting (AGM) and the District 201Q3 standard Club Constitution says that the AGM must be held within **180 days** (Rule 16 Section E) of the end of the financial year (Rule 18). However it is strongly recommended that the AGM be held no later than the 30 September.

The Lions Club Management Committee determines the date of the AGM but the Secretary must give at least **14 days** notice in writing (electronic, mail or personal delivery) and must the date, time, venue and the business to be conducted at the meeting. See Annexure A for procedures and draft Agenda for an AGM

Liaison with Club President and Treasurer

Prior to the commencement of your year as Club Secretary, it is strongly recommended that you should meet with the new Club President and Club Treasurer to establish "ground rules" for the way in which the Club is to operate for the year. Agreement should be reached on such items as:

- Who will be responsible for Meeting Agendas and issuing notices of meetings?
- How will correspondence be handled within the Club? (eg what emails will you send to all members, what corres does the President want to know about, what constitutes spam?)

- Who will prepare the minutes of the meetings – will your Club appoint a Minute Secretary?
- Who is to be responsible for arranging meal bookings, liaison with your meeting venue etc? Where meal bookings are concerned, the member who accepts responsibility for this task needs to be easily contactable.

You may consider documenting these matters in your Club's Policy Minutes, if they are not already.

Reporting

General

Reporting is important to every organization and LCI is no exception, Knowing how many members we have, how much we donate to the community (whether as dollars, in kind or hours) helps LCI promote Lions as a viable option for benefactors to partner with us to deliver our outcomes (eg Bill Gates and One Shot One Life). In addition, we are obligated under State and Federal laws to maintain accurate membership lists

There are two reports - covering Membership and Activities. The Monthly Membership Report is simply that, a report on membership movements. The other is a Monthly Activities Report assists in preparation of an Annual Activities Report.

Changes to reporting

In the 2019-2020 Lions year, we expect that you will continue to report membership on MyLCI, while activities will be reported using MyLion. There is a single login for both reporting systems.

Recently, LCI have granted reporting access to two new positions. As a result

- President, Secretary and Club Administrator are able to complete membership reporting
- President, Secretary, Club Administrator and the Club Service Director are able to complete activity reporting

Access to reporting

Your former MyLion access credentials are now the single access credential for both MyLion and My LCI.

If you have not yet registered for MyLion (or, more recently, a single Access credential, you can do so on the website by entering MyLion or MyLCi in your web browser, which will take you to the log on.registration page. To register, you will need your LCI Number (available from your Secretary (because I assume you are doing this before you take over) your President or Club Administrator, or the Cabinet Secretary Richard Williams, and an email address that no other person has used to gain access.

Once your position as the club secretary has been reported to LCI they will provide you with accesses you need to report on MyLion and MyLCI. As this is the first year of the new reporting arrangements, we can't say with certainty how the process will unfold. However, in late May you should have access to the MyLCI training area, and have full access to both systems by 1 July.

As we get more information, we will pass it on.

Monthly Membership Report:

All Lions clubs are required to report on membership each month, whether you have changes or not. If your membership has changed (a change includes, but is not limited to, a new member, a member leaving the club, a change of a member's name or address, or change to membership type.)

Even when there are no changes in membership, clubs should report "No changes for the Month." Monthly reporting ensures accurate statement billing, magazine and miscellaneous mailings, award(s) criteria and other benefits.

The Monthly Membership Report is the most important communication document in use in our Association. It serves many purposes and reaches many people who each extract the information they require from the report.

At Multiple District 201 level, the Membership report data enables the circulation list for the "*Lion*" magazine to be updated at the Newcastle Office when a member changes address, when new members are added or members resign or transfer.

It particularly important that the membership data be kept up to date for legal and insurance reasons. For instance, if a new member was unfortunate enough to suffer an accident whilst working for Lions and their membership could not be verified, it is possible that an insurance claim could be delayed or voided.

District Officers with a need for information regarding your Club can access the information on the Lions Clubs International website; however, they may request a copy from you for their information.

Membership Reports are used to record a variety of information in the data base records of Lions Clubs International and MD201. They are also used to control the charging of International, Multiple District and District dues to the Club's account.

Amendments for the "*Lion*" magazine circulation list have a fixed closing date for each issue, and if Membership reports are submitted late, alterations may be delayed and members are likely to miss copies of the magazine. In addition, copies of the "*Lion*" which are returned as "undeliverable" incur extra cost to the Multiple District.

Lions Clubs International considers that timely receipt of Membership Reports is so important that they make it one of the conditions which determine whether or not Club Presidents and the District Governor receive their 100% Awards. Your Club President or District Governor can spend twelve months in total dedicated service to our Association but not receive due recognition for their efforts because Club Secretaries did not make the effort to submit reports on time

Changes to member's details can be made at any time **before the 27th of each month**, but it is recommended you update the records as soon as you know of changes to ensure the correct details are used for the delivery of the "*Lion*" magazine. If there are no changes in a month then this fact must be recorded on the *MyLCI* web site by the 27th of each month. **To assist the Cabinet Secretary (who may remind Clubs if they have not reported, please complete you MyLCI updates by the 25th of each month**

Once complete for the month, a printed copy can be generated from the *MyLCI* web site and filed with the club's records. **It is suggested** that the report be tabled at the monthly Board Meeting of the Club.

Monthly Club Service Activity Report:

Clubs are asked to report the club's service activities as they occur. Service activity reporting helps us measure the impact of our service and helps our leaders at the district, multiple district and international levels understand the needs and interests of the local club, helps inspire fellow Lions with our success stories and provides a searchable record of the year's activities.—The report asks for the number of volunteer hours donated by Club members and the amount of funds that their Club has raised, or donated to charitable causes during the year.

Club Secretaries, Club Service Directors, Club Administrators and Presidents have access to report this information.

At the end of the year, International Headquarters will tabulate the results from more than 46,000 Clubs and then the Association will have an accurate annual accounting of:

- The types of Lion service activities completed
- The total number of service hours volunteered
- The amount of funds that are donated to charitable causes

This information will be valuable as a public relations and membership recruitment tool for Clubs around the world.

By completing the monthly service activity report online, club secretaries are able to:

- Keep a descriptive, searchable record of their club's service activities
- Upload up to two photographs for each service activity
- Use the "signature activity" tool to report re-occurring service activities (this facility may not yet be available in MyLlon)
- Enter service goals and track their club's progress toward achieving them
- Use the support centre panel for additional instructions and tools related to a specific functional area of the report
- Search for activities (including photos and project descriptions) that are being shared by other clubs and districts worldwide

Service Activities can be reported throughout the year and until July 15 of the next Lions year. The activities reported by the clubs remain available online for 2 years following the year of service.

For more information on service activity reporting, visit the LCI Web site at www.lionsclubs.org and search by keyword "activity report." For technical assistance, contact Cabinet Secretary Richard Williams or LCI's support centre via email at mylci@lionsclubs.org.

Club Officer Report (PU-101):

Each year following the election of the club officers, clubs are required to report their new officers to International Headquarters by 15 May and to District by 15 April.. Remember to include current unique email addresses to facilitate establishing club officer passwords. Once the new officers are reported, those officers will begin to receive correspondence and have appropriate access to MyLCI and other resources. For the same reason, clubs should also report any officer changes that occur during the year.

The National Office will provide details about scheduling to meet the operational needs with respect to publishing the Multiple District Directory. This is done by the Cabinet Secretary and Club Secretary using the information from the PU-101 and MyLCI on-line. If this date is not met, then it will not be possible to guarantee that the correct Club details will appear in the Multiple District Directory, nor will the materials and correspondence for the new Lions year be correctly routed.

At this stage, while not ideal, we are required to report on paper (by email) to the Cabinet Secretary for District and MD purposes, and through MyLCI for International

Multiple District Directory

In July each year the Multiple District office produces the Multiple District 201 Directory in both paper and electronic forms, which has the primary purpose of listing contact and meeting details for all Australian Lions Clubs. Copies of the Directory are supplied to all Clubs in the Multiple District. The number of hard copies supplied is based on the number of copies ordered by the club through the Lions Store on the Lions Australia website. Payment may be made at the time of order or via an Invoice issued in July by Newcastle Office. If no reply is received from a Club, then MD201 allocates these based on a pre-set criteria according to the Club membership.

The Directory also acts as a "Year Book" for Lion members in our Multiple District, since it also lists names and contact details for District Officers and Cabinets.

Additional listings include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Multiple District Council officers • District Governors and partners • International Officers • Multiple District Committees • Foundations • Holders of ALF and certain other awards | <ul style="list-style-type: none"> • Melvin Jones Fellows • Past International Directors • Past District Governors • Current details of Lions Insurance Program • Membership figures • District Committees and Officers |
|---|---|

The Directory is published from Club details provided on the PU101 forms submitted to District by each Lions Club.

It is essential that each Club completes election processes and enters the results into MyLCI on-line and submits the PU101 form to the Cabinet Secretary by the 15 April each year so that the editing and publication/despatch schedule for the Directory may be maintained

Note: Lions Clubs who have sponsored Lioness Clubs will need to order Directories for the Lionesses as they are not included on the distribution list.

Planning and Preparing for Meetings

During your year as Club Secretary it is likely that you will be present at well over thirty meetings of your Club and its Board of Directors. Experience has shown that these are best handled with a mixture of planning and efficiency. Good planning is essential to minimise the workload, and it is suggested that you may like to prepare a checklist covering necessary actions so that nothing is forgotten.

Many Club Secretaries also find it helpful to discuss meetings with the Club President a few days before the actual event. Such a discussion permits a review of incoming correspondence and other matters for discussion, and facilitates preparation of an agenda.

Board of Directors Meetings

The Club Secretary has the following main duties in connection with the meetings of the Club Board of Directors:

- Together with the Club President, co-ordinate the topics to be covered including the preparation of an agenda and the supporting correspondence.
- Notifies Club Board Members and individual Committee Chairpersons (and others who are to make special reports) of the time and location of the meeting, preferably at the Dinner Meeting prior to the Club Board Meeting.
- Record the Minutes of the meeting in detail to provide the "business history" of the Club. See below for items that should be recorded.
- Ensures that the decisions of the Club Board are advised promptly to Members and others.

The Club Secretary's other responsibilities will vary from Club to Club; therefore it is recommended that "ground rules" be established with the Club President at the start of the year, to avoid confusion at the Club Board Meetings.

Regular Club Meetings

Although the style of Club meetings will vary widely between Clubs, all should have a good program and plenty of good fellowship.

As Club Secretary, you should plan your contribution to the meeting. Prior to the meeting, you should prepare an agenda; together with a check list of "things to do", including:

Before the Meeting

- Preparation of a list of visitors and guests.
- Preparation of a list of apologies.
- Awards to be presented.
- Assemble correspondence copies to give to Committee Chairs or members (you don't need to wait for a meeting to do this – you can forward it to the member responsible as soon as you receive it).
- Assemble and list information to be announced to members.
- List items of interest for the Club President, including any necessary protocol for the correct greeting of guests (See Chapter 5.14 of the MD201 Club Administration Manual).

- Forward items of interest to your Club Public Relations Chair / Bulletin Editor. Don't forget your contributions to the District Magazine and the Australian edition of the "*Lion*".
- Record of attendance and make-ups for all members. (For some Clubs, the Membership Chair may undertake this task.)
- Prepare necessary "new member kits" including Membership Certificates and badges for the induction of any new members. (In some Clubs, the Membership Chair may undertake this task.)

During the Dinner Meeting

- Check attendance roll and make note of members with guests, note the contact details for potential new members.
- Record minutes of meeting.
- Check, with any new members the details in the top portion of "Record of Club Service" form M-33-SA (or other service record) for entry in your Club records. From time to time, ask your existing members to check a copy of their Club record for correctness.

After the Dinner Meeting

- Record attendance on "Member Attendance Record" form (M33-G) or by using software applications.
- Record any awards presented on the Member's "Record of Club Service and Award" form (M33-SA).
- Attend to correspondence.
- Prepare Minutes and distribute copies to all members ((as soon as possible after the meeting – some Clubs have a timeframe (eg 3 days) in their Policy Minutes) or, alternatively, publish Minutes in your Club Newsletter.
- Complete your MMR and other necessary returns, including the recording of activity information (MAR).

The Club Secretary's detailed responsibilities will vary from Club to Club; therefore it is recommended that "ground rules" be established with the Club President at the start of the year, to avoid confusion at meetings.

Recording the Minutes

The Minutes of both Board and Club Meetings are a record of the Club's affairs that must be recorded and stored for legal, insurance, future reference, and Club historical purposes. Such minutes should be formally adopted at the next meeting, with corrections (if any) recorded.

The following guidelines may be of help as to what should be recorded in the Minutes:

- Names of guests and members present at the meeting.
- Apologies for absence. Only record those who have sent apologies – do not assume that if someone isn't there, they are an apology. If they are on their way to a meeting and have an accident, it may make an insurance claim more difficult if the records show they were an apology
- Names of Members giving Invocations, Loyal Toasts, etc.
- Details of any payments authorised by the Meeting. Your Club Treasurer should seek authorisation for each payment made on behalf of the Club. You may refer to a schedule published in say, your Newsletter, or a separate Treasurers Report, provided you keep an "official" copy as an appendix to the Minutes. This may apply to your Board Meeting if held separately to a Dinner Meeting.
- Full wording of motions discussed regardless of the result of the discussion, with proposers and seconders and a record of whether the motion was approved or lost. This may apply to your Board Meeting if held separately to a Dinner Meeting.

- Full wording of motions authorising the participation of the Club in projects or any activity. Always include authorised expenditure. Remember that the Club must formally agree to participate in any project and have the matter recorded in the minutes for Insurance and other legal reasons. This may apply to your Board Meeting if held separately to a Dinner Meeting.
- Matters of business needing the formal approval of the membership. This may apply to your Board Meeting if held separately to a Dinner Meeting.
- Acceptance and induction of new Members, and the resignation or transfer of any Member, together with any action that affects the status of any Member. All changes of membership status should be the subject of a notice of motion to ensure that the wishes of every Member are taken into account.
- Committee Reports.
- General Business

The Club Secretary should use discretion as to what is important enough to be documented particularly where discussion is involved. Do not attempt to record every word spoken.

Minutes of both Club and Board Meetings should be distributed to all members of the club, to keep the total membership in touch with Club affairs, particularly when they are unable to attend a meeting or meetings. Many clubs include the minutes in their regular club newsletter.

The Minutes of your meetings are a valuable tool for the administration of your Club, and they should be freely available to all members. Apart from anything else, members can use them as a "memory jogger."

Membership Attendance Records

The International Constitution requires Chartered Clubs "to encourage regular attendance" at the "regularly scheduled meetings" which are held at least monthly. Contrary to a general opinion that is often expressed in Australia, there is no provision for Clubs to go into recess over the Christmas or any other period.

The Club Secretary is generally responsible for maintaining records of attendance, although in some Clubs it is a function of the Membership Committee. Such records may be maintained manually on the official Members Attendance Record form M33-G (obtainable from the MD201 Office Club Supplies or downloaded from www.lionsclubs.org), or by way of a computer application as mentioned earlier.

Form M33-G allows the attendance record for up to 29 members to be maintained for a complete Lions Year, and the form can be duplicated if the Club has more members. The Club Secretary will find that this form can conveniently be updated at each Club Meeting. Alternatively, attendance records can conveniently be kept using computer software applications.

The Club Secretary should ensure that all awards earned and positions held are accurately recorded and regularly updated.

For Insurance reasons, it is advisable to record the names of those participating in each Club Project and it is therefore recommended that Clubs use a separate Project Attendance Book for this purpose.

Use of Computers for Club Records

We expect that most, if not all, Clubs will use electronic communication and record keeping. Reports to District, Multiple District and LCI are, for the most part, be submitted electronically.

However, please ensure you have adequate back-up arrangements (either electronic or paper) in place to safeguard against a computer fault losing the Club records. Backup is beyond the scope of this manual, but may involve an external hard drive stored at a site different from that of the primary records. Despite the establishment of computer back up arrangements, some Clubs may consider it a good plan to keep a "hard copy" of all important Club data. Such copies should carry a date indicating the status of the document.

Notwithstanding the benefits of electronic data storage and transmission, paper will be with us for some time to come. There must be some provision made for the storage of at least some paper records.

Club Mail Arrangements

For continuity and security reasons, all Clubs should have a Post Office Box for receipt of correspondence. A private address may become redundant should the Secretary leave the Club; change their residence, or when their term is completed. Your Club will mail regularly during the year and annual changes of address for the Club may result in mail becoming delayed, lost or wrongly delivered. Additionally, delays to Club correspondence may arise during holiday periods.

In country areas there are sometimes considerable distances involved in collecting mail from a Post Office Box, but it is generally possible to maintain a PO Box number for address purposes, but have the mail diverted to the current Club Secretary's address.

A few words about the handling of correspondence may well be helpful.

- Generally you don't need to wait until the next meeting before action is taken on correspondence.
- The incoming and outgoing correspondence files should be maintained progressively during the interval between meetings, and may be used to update your Club President on incoming and outgoing mail.
- In general, you should answer or acknowledge all incoming correspondence immediately, and make sure that inward mail is directed to the Club Board member or Committee Chairperson concerned.
For instance, all accounts and statements should have the originals sent to the Club Treasurer for their files and appropriate action. The original copies of all other correspondence should remain in the hands of the Club Secretary, with copies being sent to the various Project Chairpersons or others as is appropriate.
- The percentage of "junk mail" reaching our Clubs is often high, and the Club Secretary is correct in removing such items where they clearly have nothing to do with Club business. However be careful not to "censor" the mail, remembering that whilst the Club Secretary may not be interested or agree with a particular item, other members may wish to know. All too often Club Secretaries take on the role of chief censor for the Club and some important correspondence never gets past them.
- The Club correspondence file should be available to all members at the meeting, remembering that members are entitled to see all incoming and outgoing correspondence. Remember that there is really no need to read all the correspondence aloud at meetings - you can circulate the incoming and outgoing correspondence file during the meeting.
- A reasonable compromise is for the Club Secretary to briefly draw attention to significant items within the file. Some Clubs use an "Incoming and Outgoing Mail Summary", with the correspondence numbered to facilitate reference.

Email

In District 201Q3 each club has an email address of the form *your-club-name@lionsq3.org.au*. The District webmaster will, by default, forward any emails sent to that address to the personal email addresses of the President and Secretary. If you would like to add other members, or a generic Club email address, please notify the District webmaster at XXX

.Where possible, the District will use this email address as the primary contact with the Club, and the address will be published in the MD Directory (unless you request a different address), so it is important to keep the addresses receiving the forwarded emails up to date.

MEMBERSHIP

Membership Eligibility

Any person of legal majority of good moral character and reputation in their community is eligible for Lions membership. Lions club membership is by invitation only. When inviting members, use the Membership Application and submit to the club membership chairperson or secretary, who, after investigation by the membership committee submits to the board of directors for approval.

Membership Categories

There are seven categories of membership:

• Active	• Life
• Affiliate	• Member-at-Large
• Associate	• Privileged
• Honorary	

Please refer to the Standard Lions Club Constitution and By-Laws for a description of each membership category. No individual can simultaneously hold membership, other than honorary or associate, in more than one Lions club.

Transfer Members (see Annexure B)

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

1. The member is in good standing at the time of transfer requested.
2. No more than twelve months has elapsed between termination of his/her membership in another club.
3. The transfer is approved by the club board of directors.

Both clubs involved in the transfer of a member must report the member on their MMR or use online reporting of MyLCI. It is no longer necessary to send the *Transfer Member Form* to International Headquarters.

Reinstated Members

Any member dropped from membership in good standing may be reinstated by the club's board of directors. The Reinstated Lions Service Credit allows 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 as prior years. This benefit does not apply to former members who were dropped for "non-payment of dues."

New Members

Membership of a Lions Club is by invitation, and it is normal for a new membership prospect to attend two or three meetings before an invitation to join is extended. **However, there is no constitutional requirement for this procedure, and it is a matter for the discretion of the Membership Committee and the Club Board as to when an invitation is extended.**

The prospective member should complete the "Membership Application" form (ME6B <https://lionsclubs.org.au/wp-content/uploads/2013/01/membappl.pdf>) and it should be made clear to the prospect at that stage that membership is by invitation.

New Member Induction Kits are free and are now ordered from the Club Supplies Shop on the Multiple District 201 website <http://lionsclubs.org.au> The name(s) and induction date of New Members can now be entered under product details when adding to the shopping cart. This information must be provided for orders to be processed.

The New Member Certificates are updated each year with the new International President's signature. These can be obtained from Newcastle at no charge. **When inducting new members, please ensure that the current International President's name is on the certificate.**

New Members – Briefing and Investigation

Prior to an invitation to membership being extended, your Membership Committee or the Sponsoring Member must thoroughly brief the member on the costs and obligations of membership. This procedure is often combined with a discrete investigation as to the candidate's suitability.

In the case of new members, the Club has an obligation under the International Constitution "to thoroughly investigate the background of all persons proposed for membership in the Club. Such investigation shall include inquiries in the community where the proposed individual resides or has a place of business or is employed."

It is in the interests of your Club and the Association to ensure that a prospect will make a good Lion Member, and that, for example, he/she has the support of their family. It is best that an experienced Lion with broad knowledge of the Association should take part in the briefing and investigation of new members.

New Members – Secretary's Duties

Following briefing and investigation, the new prospect's application should be placed before the next Club Board Meeting for acceptance, or otherwise. In the case of acceptance, you should ensure that, as Club Secretary, you have full details of the new member for Club Records. A Membership Record Form should be completed, and the new member entered on the Monthly Membership Report.

The Club Treasurer should ensure that the appropriate joining and pro rata membership fees are paid. Some Clubs have a policy of waiving entry fees to encourage new membership, but it should be remembered that the Club would have to pay the International joining fee in any case.

Contrary to opinions expressed by many Lions, there is no need for the Club to wait until a new member is formally inducted before submitting a Membership Report entry. A Lion membership dates from your Club Board's acceptance of the new member.

Naturally, your Club President should arrange for a formal induction of the new member as soon as is practicable. Refer to Chapter 5.15 of the MD201 Club Administration Manual.

Transfer Members – Incoming (see Annexure B)

With regard to incoming Transfer Members, remember that your Club is not constitutionally bound to accept any member on transfer – membership is "by invitation" on all occasions. **However, the Club Board should carefully consider the reason for any rejection in case of a legal challenge.**

You can receive a notification of an incoming transfer from your various sources, including the Cabinet Secretary, initiated by the Cabinet Secretary of the transferring District via the MD201 Transfer procedure. Note that transfer procedures differ outside MD201 and you may not receive a Transfer Form.

If your Transfer Member does not have a copy of their Lions Record, you should request that information and an indication of their membership status from their previous Club. If the incoming member is financial in the original Club, it is normal to regard the member as financial in the new Club until the next dues period.

When your Club Board accepts the transferee, ensure that you update **MyLCI** using the Transfer procedure.

Transfer Members – Outgoing (see Annexure B)

Following the approval of an outgoing transfer by your Club Board, you should ensure that you have future contact details for the member concerned, and assist them to find a suitable Club near their new location. It is courteous to send a letter of introduction and a copy of your Member's Record to the new Club, as this will assist the new Club to welcome the transferee to their District.

The Club Secretary should then complete the MD201 Transfer Procedure (Annexure B). The Transferee should be entered on the WMMR or MMR via the **MyLCI** website as a "dropped" member in Category 5 (transferred in good standing).

Membership Resignations

Membership resignations always need to be handled with tact, since they may indicate that a member is dissatisfied for some reason. Your Membership Committee Chairperson should immediately be advised and asked to discreetly investigate the situation.

Please do not "drop" a member from MyLCI without reference to the Club. Resignations are sometimes submitted in the heat of the moment after some disagreement, and should always be investigated by the Membership Committee as a retention exercise.

When a member leaves your Club, you should retain a copy of their Membership Record. Following acceptance of the resignation by the Club Board, follow the "membership drop" procedure on the **MyLCI** website.

Club Elections

If your Club does not use the District 201Q3 Standard Club Constitution And By-Laws, the information below may not apply to your Club.

Nominations Committee

The Club Constitution and By Laws defines the procedure for the election and notification of Office Bearers for each new Lions year.. They commence in January when the Club President appoints a Nominations Committee

The Nominations committee should not be seen as controlling the appointment of office bearers for the coming year and at all stages it should be made clear to Club members that alternative nominations are welcomed at the Nominations Meeting. The task of the committee is solely to ensure that a full list of suitable nominations for all elected positions is available at the Nominations meeting.

Nominations Meeting

The Club Secretary must give fourteen days formal written notice of the venue, date and time of the Nominations Meeting and the positions to be filled, to each paid-up member. Such notice would ideally include a reminder that any paid up member is entitled to submit further nominations for any or all elected positions subject only to those nominated agreeing to serve.

Election Meeting

Following the nominations meeting, an election meeting must be held at a suitable date, to comply with MD201 reporting requirements (to be advised by the Cabinet Secretary) and in accordance with the Club Constitution. The Secretary must give a minimum of two weeks prior written notice of the meeting, which must include the date, time, and venue of the meeting together with the names of all those nominated for each position.

Further nominations CANNOT be accepted at the Election Meeting, other than in the circumstances outlined in Rule 14 Section C of the Standard Club Form constitution.

Notification of Elected Officers

Following the election meeting, the Club Secretary must immediately notify the elected officers for the ensuing Lions year commencing upon 1st July to the Cabinet Secretary, who will email and mail a PU101 form for that purpose. You must also enter information on MyLCI.

The “*Lion*” magazine and District Newsletter

During your year as Club Secretary, you should carefully read the “*Lion*” magazine, also the monthly District 201Q3 Newsletter, to ensure that you see advice or requirements that affect your Club.

The “*Lion*” magazine is mailed directly to each member four times per year. Please check with members of your Club to ensure that they are receiving their copy of the “*Lion*”. If not, the most likely reason is that they have changed their address details without notifying the Club. You should update their details on MyLCI.

Magazines ‘returned to sender’ at the MD Office will be reported to the Cabinet Secretary who will update the member’s address to c/- the club address, and notify the club secretary of the problem.

A District Newsletter will be produced monthly and one copy mailed to each Club. This should be circulated at Club Meetings. It is suggested that current items could be re-printed into Club Bulletins/Newsletters so that those members not at meetings are aware of what is happening in the District.

The newsletter is available for download from the District website at the beginning of each month (<http://201q3.lions.org.au>). You will receive an e-mail from the District Webmaster when it is available. You may consider emailing the link to all Club Members.

Zone Meetings

Officially known as the District Governor’s Advisory Meeting, the Zone Meeting is convened by the Zone Chair. The Club Secretary, (along with other members of the Club) is a member of the District Governor’s Advisory Committee for their Zone. The Committee meets three - four times per year to discuss and coordinate Lions affairs within the Zone. The meetings also provide an opportunity for Clubs to receive information from District Cabinet Meetings, and have an input to the District Cabinet Meeting by way of comment or recommendation. District Chairs are often invited attend to make presentations on their portfolios. The Zone Chair convenes these meetings.

It is customary that a written report be prepared for the Club President to deliver at the District Governor’s Advisory Meeting. This report should cover your Club’s activities since the last meeting and copies should be emailed to the Zone Chair for circulation to the other Clubs present at the meeting.

The Minutes or possibly notes concerning the matters discussed at the District Governor’s Advisory or Zone Meeting should be published in your Club Bulletin or otherwise distributed to members.

District Governor’s Team Club Visit

A member of the District Governor Team visits clubs in the district to acknowledge the contribution made by the Club evaluate the operations of the clubs and discuss Lions business matters.. Sometimes two Clubs or all Clubs in a Zone will have a joint meeting to welcome the Governor.), Clubs are encouraged to use this visit to strengthen their relationship with district officers. After setting a date for the visit, clubs should give him/her time on the agenda to address members–**No other speaker should be invited to address the meeting on the occasion of the visit by the member of the District Governor’s Team.**

The Cabinet Secretary will provide full details of the District Governor Team visits, including the date, who will be attending and their cv, awards the Governor may present and the length of time they would like on the agenda. They are also willing to conduct inductions or other presentations during their visit.

Throughout the year, clubs are encouraged to inform the District Governor about major activities.

Convention Delegate Registration Forms

During the year you will need to return Convention Delegate Registration Forms for the International, Multiple District and District Conventions. These forms must be returned by the due date as, if this is not done, your Club Delegates may not be able to vote at the Convention. The Club should formally appoint Delegates and Alternate Delegates (who are able to vote in the absence of your Delegate/s) at a meeting and record the appointment in the minutes.

Clubs with unpaid dues are not paid are unfinancial and therefore are ineligible to vote at Conventions.

International Convention

If a member of your Club is attending International Convention, The Convention organisers or Cabinet Secretary will provide details to enable you to authorise delegates

District and Multiple District Conventions

For District and Multiple District Conventions, ensure that you complete and return the forms sent to you by your Cabinet Secretary. Your Club should appoint voting Delegates on the basis of one Delegate and one Alternate Delegate for each 10 members of the Club or a major fraction thereof – the major fraction being interpreted as 5 or more members. **A member must have been a member for 12 months and one day as at the first of the month last preceding the month in which the Convention is held to be eligible for inclusion in your membership count.**

The Cabinet Secretary will notify Clubs of the number of delegates they are entitled to for District and Multiple District Conventions.

Convention Registration, Formalities and Delegates Expenses

Ensure that your members clearly understand that voting Delegate Registration Forms are only a means of notifying your elected **voting** Delegates to the District Administration.

The procedures for obtaining Convention registration and accommodation are separate from voting Delegate Registration procedures. This reality is often misunderstood by new Conventioneers and can cause many problems for Convention Committees. Please ensure your Club's delegates know they must register for convention and book accommodation.

Convention registration for hospitality and accommodation is the financial responsibility of the individual Lion. Some Clubs operate Convention Funds derived from Administration Account monies that assist or reimburse Club Delegate expenses. **Under no circumstances should Club Delegate's expenses be met from Activities Account monies.**

Where partners are both Lion members, separate registration forms may be required.

Convention Remembrance Ceremony Forms and Procedures

For District and Multiple District Conventions, you will receive forms from your Cabinet Secretary requesting notification of the names of those Lion members/partners of your Club who have died since the last return form was completed for that Convention.

These details assist with the arrangements for the Memorial Service usually conducted at Conventions. You should take special care that the details submitted (such as dates and spelling of names) are correct.

Where a member of your Club has died, it is important to make sure that members of your Club are present at the District Convention to recognise your late Member during the ceremony. If for any reason this is not possible, then ask your Zone Chair to deputise. You may also wish to invite the relatives of your deceased member to attend.

Multiple District 201 Convention Fares Equalisation

In view of the high costs of distance travelling within Australia, Multiple District 201 has set up a Fares Equalisation Scheme to assist Club Delegates with travelling costs. The scheme assists two accredited Delegates of a Lions Club located outside the centre of a circle with a radius of 1200km centred at the Convention location.

Subject to availability of funds, reimbursement is at the rate of 19c per additional kilometre travelled outside the 1200km radius. The Cabinet Secretary certifies claims.

Funds refunded under the Scheme are paid in full to the Delegates' Club. MD201 policy does not permit the funds to be disbursed or utilised in any other way. This doesn't prevent the Club from reimbursing delegates or attendees at the Convention from these funds.

Club Delegates must attend the Convention for any claim to be admissible. Club Delegates who are otherwise funded to attend the Convention are excluded from the Fares Equalisation Scheme.

ANNEXURE A

Annual General Meeting

(Procedures to be Adopted by Incorporated Lions Clubs)

The Associations Incorporation Act 1981 stipulates that all incorporated organisations must hold an Annual General Meeting and our standard Club Constitution says that the AGM must be held within **180 days** (Rule 16, Section E) of the end of the financial year (Rule 18).

However it is strongly recommended that the A.G.M. be held no later than the 30th September.

The Lions Club Management Committee determines the method of calling the Annual General Meeting but the Secretary must give at least 14 days' notice in writing and must state the business to be conducted at the meeting.

Quorum for Annual General Meetings

At the Annual General Meeting it is necessary that a quorum be established. [Refer Rule 16, Section F (1) and (2)] detailed below:

- (a) The quorum for a general meeting is at least the number of members elected or appointed to the management committee (Board of Directors) at the close of the association's last general meeting plus 1.
- (b) However, if all members of the association are members of the management committee (Board of Directors), the quorum is the total number of members less 1.

Agenda for Annual General Meetings

It is important that correct Annual General Meeting procedures are adopted by incorporated Lions clubs. The following agenda should be followed:

- (a) *Meeting opened (time)*
- (b) *Attendance*
- (c) *Apologies*
- (d) *Confirm that the minutes of the previous AGM are a true & correct record of that meeting.*
- (e) *The Annual Report by the retiring President is to be adopted. The Club members **may** move that the President's report (which was presented at the Installation Night) be taken as read before adopting the report.*
- (f) *A report may be presented by any other retiring Officers (If any given, such reports to be adopted).*
- (g) *The Audited Financial Accounts for the previous year be presented for approval, and adopted.*
- (h) *Confirm the election of the Board of Directors (and the names are to be listed in the minutes).*
- (i) *An Auditor be appointed.*
- (j) *General Business*
- (k) *Meeting closed (time)*

Suggested Wording for Motions to be carried at the A.G.M.

Suggested wording for motions which need to be moved, seconded and carried are listed below:

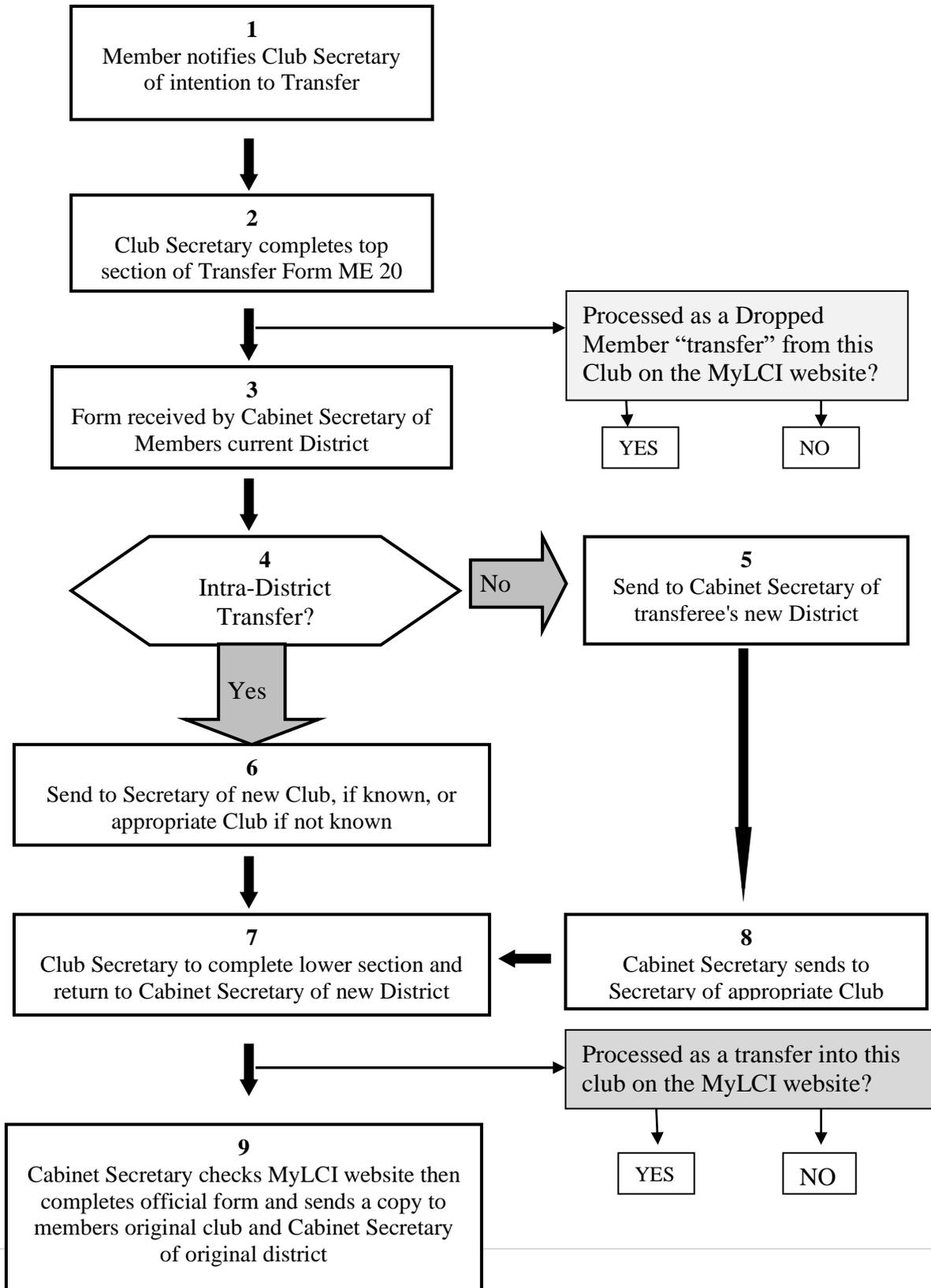
- MOTION ONE** That the minutes of the Annual General Meeting held on _____, as circulated, are a true and correct record of that meeting.
- MOTION TWO** That the retiring President's report which was circulated prior to the meeting be taken as read.
- MOTION THREE** That the Annual Report presented by the retiring President be adopted.
- MOTION FOUR** That the Annual Report presented by any retiring Chair of Committees be adopted.
- MOTION FIVE** That the report and statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the club, duly Audited and Certified, for the financial year 1 July 2017 to 30 June 2018 be adopted; and that the Club Secretary lodge a copy of same with the Office of Fair Trading in the approved forum under Section 11 of the Associated Incorporation Regulation 1999, as amended within one month of this meeting.
- MOTION SIX** That the appointment of Club Officers who were duly elected to the Management Committee (Board of Directors) at the Lions General Meeting held on _____, be ratified. These officers will hold their respective appointments until June 30th 2019. *(Such officers to be named in the minutes).*
- MOTION SEVEN** That _____ .be appointed Auditor for the 2018-2019 Financial Year with the approval of the Office of Fair Trading.

(Note: The Auditor cannot be a member of the Management Committee).

ANNEXURE B

PROCEDURE FOR TRANSFER OF A MEMBER

The procedure outlined below should be used in all cases where a Lion transfers from one club to another or is taking Lion-At-Large status with the eventual intent of transferring, whether in the same District or not. It complements an agreed procedure as adopted throughout Multiple District 201. Its use is aimed at reducing the loss of members that can occur when members transfer by encouraging clubs to seek out and welcome such transferring members.



(ME-20) LIONS TRANSFER MEMBER FORM



THIS PART TO BE COMPLETED BY THE SECRETARY OF THE CLUB FROM WHICH THE MEMBER IS TRANSFERRING

On completion, please provide a copy of this form and the Member's Club Service Record to the transferring member and send the original of this form and the Member's Attendance Sheet and Club Service Record to the Cabinet Secretary of your District. Please retain a copy of both documents for your club records.

Full Name: _____ Member Number _____

Partner's Name: _____

New Address or other Contact (if known) _____

Expected Arrival Date: _____

Telephone Numbers: _____

Email: _____

Was processed as a transfer member from this Club on MyLCI on ____/____/____

Member has been a Lion since: ____

Highest Chevron received: _____ Highest Membership Key awarded: _____

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

Member a Melvin Jones Fellow? Yes No

Highest Club office held: _____

Highest District office held: _____

Highest Multiple District office held: _____

Highest International office held: _____

Special remarks: _____

New Club Name and District (if known) _____

Lions Club of: _____ LCI Club Number _____

Address: _____ District 201Q3

Secretary's Telephone _____

Date _____

Former Club Secretary's Signature

THIS SECTION TO BE COMPLETED BY THE SECRETARY OF THE CLUB INTO WHICH THE MEMBER IS TRANSFERRING
Forward the original of the completed form to the Cabinet Secretary of your District and retain a copy for your Club records.

We confirm that Lion _____

a former member of the Lions Club of _____ District
201Q3

was accepted as a transfer into our Lions Club of _____

on _____ and recorded on the MyLCI Website for the month of _____

Date _____

NEW Club Secretary's Signature ME-20 201Q3

ANNEXURE C

Club Secretary – Where to find help

In addition to this manual, it is important that the Secretary has access to the Constitutions and other documents listed in Chapter 4 of the MD201 Club Administration Manual.

- Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws. Reissued each year by the Multiple District office following the Multiple District 201 Convention. The text of the publication can also be found on the Lions Clubs MD201 web site (<http://www.lionsclubs.org.au>).
- District 201Q3 Constitution: A copy of this publication can be found on the District 201Q3 website (<http://201q3.lions.org.au>)
- A copy of the Club Constitution that has been adopted by your Club. This will normally be based on the District 201Q3 standard Club Constitution, a version of publication LA-2 which incorporates the requirements of State Legislation. In theory, this constitution may contain other items that are inserted by your Club, but you are strongly advised not to depart from the standard 201Q3 version without discussing the matter with your District Governor and/or District Constitution and By-Laws Chair **PDG Norm Alcock**.
- There are many Lions web pages available that have much valuable information. The most important, and likely to have the most current information are:
 - www.lionsclubs.org Lions Clubs International web site
 - www.lionsclubs.org.au Lions Australia web site
 - <http://201q3.lions.org.au> District 201Q3 web site

There are several other publications available which provide useful information: Much useful information can be found in the following:

- The MD201 Club Administration Manual
 - The district newsletter
 - 'The Lion' Magazine (Australia & Papua New Guinea Edition)
 - Newswire from LCI
 - Various brochures: A full listing of Lions Clubs International and LCIF publications is available on the Lions Clubs International website. These publications may also be downloaded
 - Your Club's history
 - District, Multiple District 201, and International Project information sheets etc
 - Membership Manuals
- You also join the District "announce" email distribution list to get regular updates of happenings in the District, just register as a member of the district at the District's web site: <http://201q3.lions.org.au> and then select the "Mailing Lists Subscription" on the menu.

Don't forget that the District Officers are also there to help and you can contact them if they can help you in any way.

ANNEXURE D

Lions 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 endeavours.

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.

Mission Statement

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

ANNEXURE E

Club Supplies

Australian stocked items

Supplies can be ordered via the internet on the Lions Australia web site (www.lionsclubs.org.au). Payment can be made by credit card at the time of purchase, or on account to the club

From time to time the supplies shop offers discounts or deals. At the time of writing, they are offering free standard shipping with orders over \$85. Check the website for details of any current deals

Supplies from Oak Brook

The Newcastle Office can also arrange for the supply of other items direct from the Oak Brook Headquarters; however it is cautioned that such items can attract postage, import and excise duties, especially when ordered in quantity.

Where items are to be ordered from Oak Brook, the specific authority of the Club President or Club Secretary must be obtained.

In this case, items are dispatched directly to the Club from Oak Brook and are charged to the Lions International account for the Club. Charges will appear on the monthly Club Statement from Oak Brook. No discounts are applicable.

Club Banners and Bannerettes

For the protection of copyright on the Lions Logo, Club banners, bannerettes and other Club supplies must be ordered from a supplier licensed by Lions Club International to use the Lions Club Logo.

For the current list of Lions Clubs International licensed Australian suppliers, please contact the Executive Officer at:

Postal Address: Locked Bag 2000
NEWCASTLE, NSW 2300
Phone: 1800 655 201/(02) 4940 8033
Fax: (02) 4940 8034
Email: executiveofficer@lions.org.au



<p style="text-align: center;">DISTRICT 201 Q3 2019 - 2020 MANAGEMENT TEAM - CONTACT DETAILS</p>
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District Governor	Donna Hedges (Lion Kevin)
1st Vice District Governor	David Orton (Lion Cheryl)
2 nd Vice District Governor	Steve Hood (Lion Sharon)
Immediate Past District Governor	IPDG Carmel Goldsworthy (PDG Bob)
Cabinet Secretary	Richard Williams (Lion Debbie)
Cabinet Treasurer	PDG Arthur Witheyman (Lion/Lioness Cynthia)
Constitution By-Laws Chair	PDG Norm Alcock (Lioness Liz)
Assistant Cabinet Secretary	Barbara Matthews (Lion Stuart)
District Mailing Address	Lions District 201Q3 PO Box 5899, Stafford Heights Qld 4053