



District 201C1

lions australia

Australia, Papua New Guinea, Norfolk Island



**CLUB
SECRETARY
MANUAL**

2013 – 2014

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we serve



TABLE OF CONTENTS
(Extracted for MD201 Club Administration Manual)

6.1	Preamble	130
6.2	Duties of the Club Secretary	130
6.3	Club Secretary - Requirements under State Legislation.....	130
6.4	Club Secretary - Where to Find help	131
6.5	Multiple District 201 Directory.....	131
	6.5.1 Additional listings	132
6.6	General Information.....	132
6.7	Club Secretary's Kit	133
6.8	'The Lion' and District Magazines	133
6.9	Club Mail Arrangements	133
6.10	E-mail	134
6.11	Liaison with Club President and Club Treasurer	134
6.12	Membership and Activities Reports	135
	6.12.1 Monthly Membership Reports (MMR)	135
	6.12.2 Annual Lions Club Activities Report	137
6.13	Use of Computers for Club Records.....	137
6.14	Planning and Preparation for Meetings	138
6.15	Board of Directors Meetings.....	138
6.16	Regular Club Meetings	139
6.17	Recording the Minutes	140
6.18	Membership Attendance Records	141
6.19	New Members	141
	6.19.1 New Members – Briefing and Investigation	142
	6.19.2 New Members – Club Secretary's Duties.....	142
	6.19.3 Transfer Members – Incoming.....	142
	6.19.4 Transfer Members – Outgoing	143
	6.19.5 Membership Resignations	143
6.20	Election and Notification of Club Officers – the PU101	143
6.21	Attendance at District Governors Advisory Meetings	144
6.22	Convention Delegate Registration Forms	144
	6.22.1 International Convention	144
	6.22.2 District and Multiple District 201 Conventions	144
	6.22.3 Convention Registration Formalities and Delegates Expenses	145
6.23	Convention Remembrance Ceremony Forms & Procedures	145
6.24	Multiple District 201 Convention Fares Equalisation	145
6.25	Lions Club Member Awards	146
6.26	Recognition of Previous Community Service	146
	6.26.1 Lions Club Members	146
	6.26.2 Former Lioness Club Members.....	146
	6.26.3 Former Jaycees Members	146
	6.26.4 Former Apex Members.....	146
6.27	Club Supplies.....	146
	6.27.1 Australian Stocked Items	147

6.1 PREAMBLE

The Club Secretary section of this manual is written in consideration of other Manuals relating to duties and procedures of Club Secretaries and reflects practice common to other Lions Club Officers, particularly Cabinet Secretaries, with whom Club Secretaries should work closely.

This is not a 'stand alone' document for Club Secretaries. It is a set of 'guidelines'. It must be read in conjunction with Club, District, Multiple District and International Constitutions, Rules, By-Laws and Policy Minutes as well as State and Federal Legislation and Incorporation Acts (as applicable) as indicated throughout this text.

Some duties and roles of the Club Secretary described here are obligatory functions and must be adhered to.

6.2 DUTIES OF THE CLUB SECRETARY

The Lions Clubs Standard Form Club Constitution states that the duties of the Club Secretary shall be:

'He/she 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. In fulfilment of this, he/she shall:

Submit regular monthly and other reports to the International Office of the association on blanks provided by it or using the online system, 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 semi-annual 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;

Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors'.

CLUB SECRETARY - REQUIREMENTS UNDER STATE LEGISLATION

6.3

At all times the Club Secretary should remember that he/she is (in some cases) also the Secretary or Public Officer of an Association incorporated under State Associations Incorporation legislation for the State in which the Club is located.

He/she will also have to comply with the requirements of that legislation; and in addition State Charities legislation may also have requirements.

It is outside the scope of this manual to provide full details for each State, but the Club Secretary should ensure that he/she is aware of the requirements. If in doubt, it is recommended that the Cabinet Secretary should be contacted.

The Club Secretary should also be familiar with the contents of Chapter 4 of this Manual, which describes the Constitutional and other issues concerning Lions Clubs within Multiple District 201; Chapter 5 describing the role of the Club President, and Chapter 7 dealing with tasks assigned to the Club Treasurer.

6.4 CLUB SECRETARY - WHERE TO FIND HELP

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

The International Association of Lions Clubs Constitution and By-Laws Publication LA1, an amended version of which is published in July of each year following the International Convention. The text of the publication can be found on the Lions Clubs International website <http://www.lionsclubs.org/>

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 website <http://www.lionsclubs.org.au>

STANDARD FORM LIONS CLUB CONSTITUTION AND BY-LAWS PUBLICATION LA – 2

The text of the publication can be found on the Lions Clubs International website <http://www.lionsclubs.org/>

A COPY OF YOUR CLUB CONSTITUTION AS ADOPTED BY THE CLUB.

Australian Districts have versions that also comply with local legislation - refer Chapter 4. This will normally be based on your state's version of Publication LA -2 (above) which will incorporate 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 Australian version for your State without discussing the matter with your District Governor.

A COPY OF ANY CLUB SECRETARY ' S MANUAL PUBLISHED BY YOUR DISTRICT, TOGETHER WITH ANY SPECIAL INSTRUCTIONS FROM YOUR CABINET SECRETARY RELATING TO YOUR DISTRICT.

This manual will contain detailed instructions for the completion and submission of various forms that may differ from District to District. For that reason it is impracticable to include such information in this manual.

6.5 MULTIPLE DISTRICT 201 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, for which a separate additional charge is added to Multiple District 201 dues. The number of copies is based on a reply received from the Club in January of each year as to how many paper or electronic copies it wishes to receive. If no reply is received from a Club then MD201 allocates these based on a preset criteria.

The Directory 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.

6.5.1 ADDITIONAL LISTINGS

- Multiple District Council officers
- District Governors and Partners
- International Officers
- Multiple District Committees
- Foundations
- Holders of ALF and ALDAF awards
- Melvin Jones Fellows
- Past International Directors
- Past District Governors.
- Convention details
- Current Details of the Lions Insurance program
- Membership figures
- District Committees and Officers

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

It is essential that each Club completes election processes and enters it into the WMMR on-line (or contact their Cabinet Secretary by the date requested) (31st March) in each year so that the editing and publication/despatch schedule for the Directory may be maintained.

In the event details are not submitted on time it is likely that the previous year's contact and meeting details will be published in the new edition.

6.6 GENERAL INFORMATION

Districts normally issue Club Officer Manuals which provide detailed information on District-specific matters.

Some Districts use a standard form of Club Secretary's Manual prepared by the Multiple District 201 each year, which gives much detailed information on current forms, detailed returns etc. You should refer to your Cabinet Secretary for such publications.

6.7 CLUB SECRETARY'S KIT

In addition, Lions Clubs International issues information packages to each Club President and Club Secretary each year. The Club Secretary's kit contains the following items:

- Club Officer's Manual
- Proposal & Invitation to Membership Forms.
- Blank Official Membership Cards.
- Order Forms for Club Supplies.
- Application for Melvin Jones Fellowship/LCIF. Contribution Form
- Application for Club President's Excellence Award.

Whilst the Club Officer's Manual provided by Lions Clubs International contains some useful general information, much of the content is oriented to the United States of America or has been superseded by Multiple District or District publications prepared in Australia to meet local requirements.

Club Secretaries should use only the procedures, forms and dates outlined in the Australian publications.

Note that it is advisable to keep one copy of each of the forms contained in the kit as a master in case you need to photocopy additional forms during the year.

6.8 'THE LION' AND DISTRICT MAGAZINES .

During your year as Club Secretary, you should carefully read "The Lion" magazine, also your District newsletter or magazine, so as to ensure that you see advice or requirements that affect your Club. 'The Lion' magazine is mailed directly to each member six times per year.

During the year, check with the 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 include such variations on your next MMR (to your Cabinet Secretary) or WMMR (on-line) as a change of address.

District magazine distribution arrangements differ from District to District, you should contact the Cabinet Secretary or publications Chairman for details.

6.9 CLUB MAIL ARRANGEMENTS

For continuity and security reasons, most districts have a policy that all Clubs should have a Post Office Box for the receipt of correspondence.

This is strongly recommended, rather than use a private address which will become redundant should the Club Secretary resign, change his/her residence, or when his/her term is completed. Your Club will receive a good deal of mail during the year, and constant annual changes of address for the Club cause much confusion, and the danger that mail will be 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, it will not be necessary 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 Chairman concerned.

For instance, all accounts and statements should have the originals sent to the Club Treasurer for his files and appropriate action. Where possible copies should be retained for the Club correspondence file. The original copies of all other correspondence should remain in the hands of the Club Secretary, with copies being sent to the various Project Chairmen 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.

6.10 E- MAIL

More and more organisations are relying on e-mail as the standard form of business communication, and Lions are no different. Clubs should strongly consider maintaining an e-mail address as part of their communication strategy. Many domestic e-mail accounts allow the owner to have multiple e-mail addresses and a Club member may be happy to allocate one of these accounts to the Club. Correspondence delivered or sent by e-mail should be dealt with in the same manner as Club mail as shown above.

6.11 LIAISON WITH CLUB PRESIDENT AND CLUB 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 is to be responsible for Meeting Agendas?
- How correspondence is to be handled within the Club.
- Who is to prepare the minutes of the meetings - is a Minute Secretary to be appointed?
- Who is to be responsible for arranging meeting accommodation, meal bookings, etc. Where meal bookings are concerned, the member who accepts responsibility for this task needs to be easily contactable.
- If your Club does not have Policy Minutes or some similar document that lays out how such items are to be managed, then perhaps you should consider making it a target to establish such a document during your year.

6.12 MEMBERSHIP AND ACTIVITIES REPORTS

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 that can only be submitted on-line and assists in preparation of the Annual Activities Report

6.12.1 MONTHLY MEMBERSHIP REPORTS (MMR)

The submission of Monthly Membership Reports is one of the most important duties of the Club Secretary, and is specified in the International Constitution.

Club Secretaries must report membership information to their Cabinet Secretaries each month on the Monthly Membership Report (C23 A). This information will be on-forwarded by Districts to the International Office following local processing.

Club Secretaries are encouraged to submit Monthly Membership Reports on-line on the Lions Clubs International website, <http://www.lionsclubs.org>.

It is necessary to have a Password to gain access to your Club's records on this website. Your Password is readily available when you access the LCI website.

A Quick Reference Guide on the website is available to help you with the submission of WMMR (Web Monthly Membership Report) and many other useful facilities.

When a WMMR is submitted on-line, it is not necessary to maintain a paper copy in your Club file, nor is it necessary to send a copy to your Cabinet Secretary.

The information you as a Club Secretary submit on-line as a WMMR is recorded instantly on the LCI database.

District Officers with a need for information regarding your Club can access the information on the Lions Clubs International website.

Your Cabinet Secretary is in a position to help you with the operation of this website.

Club Secretaries should disregard any instructions concerning dispatch dates and addresses for Membership Reports in International Manuals and on the Membership Report form - refer only to the instructions received from your Cabinet Secretary.

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 'The Lion' magazine to be updated via LCI when a member changes address, when new members are added, or members resign or transfer. Approximately 15% of the Lions membership requires changes to their entries during an average year.

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.

It is also 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 his membership could not be verified, it is possible that an insurance claim could be delayed or voided.

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.

Note that a report is required for each and every nominated monthly period, and if the Club Secretary is away or on holiday he/she must arrange for another member to submit the Membership Report.

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

MMRs must leave Australian Districts on a specified date each month to ensure that they reach LCI in Oak Brook by the scheduled date for computer entry. Reports from each District around the world are processed at LCI on scheduled dates and reports not received by those dates have to be held over until the entry date for the following period.

For Clubs in MD201, paper copies of the MMR are NOT to be sent directly to Lions Clubs International in Oak Brook, or to the National Office Newcastle. The various paper copies of the MMR must be promptly dispatched to the address specified by your Cabinet Secretary, in the District Club Secretary's Manual or elsewhere.

The new three part Form C23A (MMR) provides paper copies for the International Office, Cabinet Secretary, and the Club Secretary's record book.

The details provided on the Membership Report represent the membership status changes in the Club for a defined period - but for practical reasons not necessarily a particular calendar month.

Practices in this regard differ between Districts, and again you should seek guidance from your Cabinet Secretary. Club Secretaries should note that the MMR does not require the approval of the Board of Directors, however there is a requirement that the Club President sign a paper copy of the report before dispatch.

It is desirable that, for the information of members, the report should be tabled at the next Club Board meeting and the next Business Meeting of the Club.

The filing and retention of completed Club paper copies of the MMR is an essential part of the keeping of Club records.

6.12.2 ANNUAL LIONS CLUB ACTIVITIES REPORT

At the end of each fiscal year Club Secretaries report their activities on the new Annual Lions Club Activities Report.

The report form also asks Club Secretaries to indicate the number of volunteer hours donated by Club members and the amount of funds that their Club has donated to charitable causes during the year.

International Headquarters will tabulate the results from more than 44,150 Club Reports, 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.

The report can only be completed on-line. There is no hard copy provided to Clubs

Club Secretaries should record the types of activities completed by their Club, the hours required for completion of each project, and the amount of money their Club donates to charity.

6.13 USE OF COMPUTERS FOR CLUB RECORDS

With increasing computer literacy and availability of personal computers; most Club Secretaries and Treasurers now employ computers for the administration of their Club.

Much of the work involved in submitting WMMR's and maintaining other Club records can be simplified by the use of computer software now in use by many Clubs worldwide.

However it cannot be too strongly emphasised that adequate 'back-up' arrangements must be in place to safeguard against a computer fault or mains supply failure losing the Club records.

The provision of backup facilities can be a complex subject, dependent upon the user's computer equipment configuration: and is beyond the scope of this manual.

The Club Secretary does not have the sole right to decide whether the Club commits to either electronic or conventional paper storage of Club records. This should be a decision of the Club as a whole, bearing in mind several factors:-the escalating acceptance of electronic storage and communication of data, the space saving, ease of storage and retrieval, portability, ability to readily duplicate electronic data, unlimited storage life of

electronic data, transmission speed and convenience.

Procedures must be in place for the efficient use of both systems!

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

It is strongly recommended that advice be taken from a professional source to ensure that you do not risk the disaster of losing important Club records. Most state-of-the-art computers provide adequate back up facilities. 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.

It should always be remembered that your successor may not be computer literate, and may choose to maintain the Club's records by conventional means.

6.14 PLANNING AND PREPARATION 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.

6.15 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 Chairmen (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.

In particular, the Club Board should be notified of Lions who have been absent from four consecutive meetings or who are two months overdue in payment of dues or other indebtedness to the Club.

6.16 REGULAR CLUB MEETINGS

Although the style of the twice-monthly 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

- Prepare of a list of visitors and guests.
- Prepare of a list of apologies.
- Awards to be presented.
- Assemble correspondence copies to give to Committee Chairmen or members.
- 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 5.18 of this Manual).
- Forward items of interest to your Club Public Relations Chairman / 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 Chairman 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 Chairman may undertake this task.

DURING THE MEETING

- Check attendance roll and make note of members with guests, note the contact details for potential new members.
- Record minutes of meeting on or for later transfer to the 'Official Minutes of Regular Club Meeting' form M-33-C, or similar format.
- Check, with any new members the details in the top portion of 'Record of Club Service' form M-33-SA 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 MEETING

- Record attendance and attendance 'make-ups' on 'Member Attendance Record' form (M-33-GT) or by using software applications.
- Record any awards presented on the Member's 'Record of Club Service and Award' form (M-33-SA).
- Attend to correspondence.
- Prepare Minutes and distribute copies to all members. Alternatively, publish Minutes in your Club Newsletter.

- This way, you do NOT have to bore your members by 'reading the minutes' during the meeting. For example, you can move for 'Approval of Minutes published in July 2002 issue of the Club Newsletter'.
- Complete your WMMR or MMR and other necessary returns, including the recording of activity information.

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.

6.17 RECORDING THE MINUTES

The Minutes of both Board and Club Meetings are a record of the Club's affairs that must be kept for legal, insurance, future reference, and Club historical purposes.

Such minutes should be formally adopted at the next meeting, with corrections (if any) recorded.

A full record of minutes must be kept on file for future reference, and for legal and other reasons given above. Nothing is worse than to have arguments as to what was decided at a past meeting.

THE FOLLOWING GUIDELINES MAY BE OF HELP AS TO WHAT SHOULD BE RECORDED IN THE MINUTES:

- Number of guests and members present at the meeting.
- Apologies for absence.
- Names of Members giving Invocations, Loyal Toasts, etc.
- Details of any payments authorised by the Meeting, including cheque numbers - remember that the Club auditor will need this information. 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.
- 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.
- 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 minuted for Insurance and other legal reasons.
- Matters of business needing the formal approval of the membership.
- 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 formal motion to ensure that the wishes of every Member are taken into account.

COMMITTEE REPORTS .

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.

It is recommended that minutes of both Club and Business Meetings be published in the Club Newsletter so as to keep the total membership in touch with Club affairs, particularly when they are unable to attend a meeting or meetings.

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.'

For Insurance reasons, it is advisable to record the names of those participating in each Club Project, either by way of your Minutes or in some other manner. Many Clubs use a separate Project Attendance Book for this purpose.

6.18 MEMBERSHIP ATTENDANCE RECORDS

The International Constitution requires Chartered Clubs 'to encourage regular attendance' at the 'regularly scheduled meetings' which are to be held not less than twice per month. 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 by way of a computer application as mentioned earlier.

Naturally, there will be occasions when with the best of intent, a member will be prevented from attending a meeting for good reason. In these circumstances the non-attendance can be 'made up' by attendance at a project of the Club, or by attendance as a visitor at another Club.

In an Active Club, it will be found that make-ups can readily be awarded, since the member will generally have attended at some Club function or project during the acceptable date limits.

In certain other circumstances the discretionary powers of your Club Board may be appropriate.

Refer to Chapter 4.23/24 of this Manual for further information, including a copy of the International Board policy on this matter.

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.

6.19 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. This allows the prospective member to 'look at Lions', and indeed for the Lions Club to 'look at the prospect'. 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) which you should find in the Club Secretary's kit, and it should be made clear to the prospect at that stage that membership is by invitation.

6.19.1 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. These interests are best served by ensuring a thorough investigation.

It is best that an experienced Lion with broad knowledge of the Association should take part in the briefing and investigation of new members.

6.19.2 NEW MEMBERS – CLUB SECRETARY 'S DUTIES

Following briefing and investigation, the new prospect should be placed before the next Club Board Meeting for acceptance/rejection. 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.

6.19.3 TRANSFER MEMBERS - INCOMING

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 his Lions Record, you should request that information and an indication of his membership status from his previous Club. If the incoming Member is financial in his 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 complete the WMMR or MMR using the Transfer procedure.

6.19.4 TRANSFER MEMBERS - OUTGOING

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 him/her to find a suitable Club near his/her 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 that will be found in your District Club Secretary's Manual. The Transferee should be entered on the WMMR or MMR as a 'dropped' member in Category 5 (transferred in good standing).

6.19.5 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 Chairman should immediately be advised and asked to discretely investigate the situation.

Note that it is NOT correct for the Club Secretary to 'drop' a member 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 his/her Membership Record. Following acceptance of the resignation by the Club Board, follow the 'membership drop' procedure for your next monthly WMMR or MMR.

6.20 ELECTION AND NOTIFICATION OF CLUB OFFICERS – THE PU101

The procedures for the election and notification of Office Bearers for each new Lions year should commence in January when the Club President appoints a Nominations Committee. These procedures are discussed in Chapter 4.10.1 of this Manual. The Club Secretary has an important role as follows:

Ensure that at least ten days written notice of the Nominations Meeting is given to all members as outlined in Chapter 4.12.8.

Ensure that at least two weeks written notice of the Election Meeting is given to all members as outlined in Chapter 4.12.8.

Advise the names and contact details of the new elected Office Bearers to the Cabinet Secretary no later than 31st March.

The WMMR on-line is used to advise details of the new President, Secretary and Treasurer and the Membership Director by 31st March. If a Club does not have internet access, the Cabinet or District Secretary must be contacted by this date.

The Club Secretary should note any special instructions from the Cabinet Secretary regarding the WMMR on-line.

6.21 ATTENDANCE AT DISTRICT GOVERNORS ADVISORY MEETINGS

The Club Secretary, together with the Club President, and Membership Chairman, are members 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. Often District Chairmen attend to make presentations on their portfolios. The Zone Chairman convenes these meetings.

In most Districts it is customary that a written report be prepared for the Club President to deliver at the District Governor's Advisory Meeting (DGAM). This report should cover your Club's activities since the last meeting.

Copies should be provided for the Zone Chairman and the other Clubs present at the meeting.

The Minutes or possibly notes concerning the matters discussed at the DGAM or Zone Meeting should be published in your Club Bulletin for the information of members.

6.22 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, failing which your Club Delegates may not be able to vote at the Convention. The Club should formally appoint Delegates. Alternate Delegates can also be appointed who may vote in the absence of the Delegate.

6.22.1 INTERNATIONAL CONVENTION

Voting Delegate Registration Coupons for the International Convention are dispatched directly to the Club from Lions Clubs International Headquarters in the USA and incorporate full instructions.

You can return your completed coupon via your Cabinet Secretary if you wish. The Club should appoint the Club Delegates on the basis of one Delegate and one Alternate Delegate for each 25 members of the Club or a major fraction thereof – the major fraction being interpreted as 13 members. Note that to quantify the number of Delegates allowed reference should be made to the International Constitution.

6.22.2 DISTRICT AND MULTIPLE DISTRICT 201 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. Note that to quantify the number of Delegates allowed reference should be made to the International Constitution.

6.22.3 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.

All Lions Conventions seek registration of attending Lion members to facilitate accommodation, catering and arrangements for functions etc.

The procedures for obtaining Convention Registration and accommodation are quite separate, and have no connection with voting Delegate Registration procedures. This reality is often misunderstood by new Conventioneers and can cause many problems for Convention Committees.

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.

6.23 CONVENTION REMEMBRANCE CEREMONY FORMS & PROCEDURES

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

These details are requested to 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 Chairman to deputise. You may also wish to invite the relatives of your deceased member to attend.

6.24 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.

Fares equalisation is paid up to a maximum annual amount as approved by the Council of Governors. The Cabinet Secretary or Cabinet Treasurer 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.

Club Delegates must attend the Convention and a Forum of 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.

6.25 LIONS CLUB MEMBER AWARDS

Lions Clubs International has always regarded Awards to members as being of primary importance in the motivation of members.

Refer to Chapter 10 of this Manual for details of available awards and recognition.

6.26 RECOGNITION OF PREVIOUS COMMUNITY SERVICE

Lions can now recognise previous community service in Lions, Jaycees, and Apex service organisations. The following paragraphs give brief details.

For additional information on these programs, contact your Cabinet Secretary or Lions Clubs International Extension and Membership Division at Oak Brook.

6.26.1 LIONS CLUB MEMBERS

Lions Club members who have previous Lions service not previously recognised due to a break of more than six months in membership can now have their previous service recognised by addition to the current service. The member should submit a Reinstated Lions Service Credit Form, signed by the Club President and Club Secretary. The Lions Club Secretary should submit this form to the Cabinet Secretary.

6.26.2 FORMER LIONESSE CLUB MEMBERS

Former or current Lioness Club members joining or chartering a Lions Club can have previous Lioness service recognised. They should complete a Lioness Historical Record Conversion Form giving details of their previous Lioness Club service. The Lions Club Secretary should submit to the Cabinet Secretary.

6.26.3 FORMER JAYCEES MEMBERS

Jaycees members retiring from Junior Chamber International at the age of 40 are able to claim credit for their Jaycees service providing they join Lions within two years of their retirement. To request this prior JCI credit, the Lion must complete the Junior Chamber International Service Credit Form indicating their service and chapter history from their JCI Record. The Lions Club Secretary should submit this form to the Cabinet Secretary.

6.26.4 FORMER APEX MEMBERS

Retiring Apex members retiring at the age of 45 years are able to claim credit for their Apex service providing they join Lions within two years of their retirement. This prior Apex service credit is requested in a similar manner to that for prior Jaycees service (see previous paragraph).

6.27 CLUB SUPPLIES

Each year, the Club Supplies Department at Oak Brook revises the Club Supplies catalogue, and a copy is sent to each Lions Club Secretary; together with a separate MD201 Club Supplies Australian price list.

6.27.1 AUSTRALIAN STOCKED ITEMS

For MD201, the Newcastle Office maintains Australian stocks of the more popular and appropriate items. They also have stocks of Australian sourced items.

Items supplied from this stock are invoiced to the Club from the Newcastle Office.

A 5% discount applies where a cheque or cash remittance is received with the order. Bankcard, MasterCard, and Visa credit card facilities are also available for orders. Official order forms for MD201 Club Supplies are forwarded to Club Secretaries.

6.27.2 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 attract postage, import and excise duties, especially when ordered in quantity, and take a minimum of eight weeks to arrive.

Where items are to be ordered directly 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.

6.28 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.

Licences suppliers change from time to time. A list of currently licensed suppliers is available from the Lions National office

