

# LIONS CLUBS INTERNATIONAL DISTRICT 2-S2



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***We Serve***

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## CLUB SECRETARY TRAINING

### 2009 - 2010

## QUICK REFERENCE

District Governor	Charles B. "Chuck" Martin 9018 Bonnyview Drive Houston, TX 77095-3741 H: 281-550-2798 W: 832-615-2118 C: 281-685-6322 <a href="mailto:cmartin@sbcglobal.net">cmartin@sbcglobal.net</a>
First Vice District Governor	Glen Starr 2126 N. Loop 336W, Suite 130 Conroe, TX 77304 H: 936-441-3692 W: 936-756-9870 C: 281-7799-49959 F: 936-756-1256 <a href="mailto:glenstarr@consolidated.net">glenstarr@consolidated.net</a>
Second Vice District Governor	Richard "Rick" Reynolds 12146 Kimberly Trace Conroe, TX 77304-2418 H: 936-494-3813 C: 281-686-0/75 <a href="mailto:Ricke2424@yahoo.com">Ricke2424@yahoo.com</a>
Cabinet Secretary	Betty L. Ezell 7627 Allegro Drive Houston, TX 77040-2566 H: 713-849-0490 <a href="mailto:bez1texasn@sbcglobal.net">bez1texasn@sbcglobal.net</a>
Cabinet Treasurer	Paul Eads 6210 Wynwood Lane Houston, TX 77008-3242 H: 713-861-8733 <a href="mailto:Lion.Paul.Eads@comcast.net">Lion.Paul.Eads@comcast.net</a>

Web Sites:

- International [www.lionsclubs.org](http://www.lionsclubs.org)
- District 2-S2 [www.lions2s2.org](http://www.lions2s2.org)
- MD-2 Texas Lions [www.texaslions.org](http://www.texaslions.org)

## CLUB SECRETARY DUTIES

The Club Secretary is one of most important Officers of the Club.

The Club Secretary is responsible for maintaining records, making reports, securing awards and keeping the Club informed of important matters

### **STANDARD CLUB CONSTITUTION AND BY-LAWS**

**ARTICLE II Officers** Section 1. **DUTIES.** Sub-section D READS:

Secretary. 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 fulfillment of this, he/she shall:

- (1) Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for by the board of directors of this association;
- (2) Submit to the district governor's cabinet such reports as it may require including copies of regular membership and activities reports;
- (3) Cooperate with and be an active member of the district governor's advisory committee of the zone in which the club is located;
- (4) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts;
- (5) Arrange for issuance, in cooperation with the treasurer, 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;
- (6) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

## **MONTHLY MEMBERSHIP REPORT (MMR)**

The Monthly Membership Report (MMR) is a report that must be mailed or emailed to Lions Clubs International and the Cabinet Secretary by the last day of the month.

The report for July is due at International by the first of August.

- If you file on-line, then you are through.
- If you prepare the hard copy, you will need to mail a copy to International and the Cabinet Secretary, to arrive by the LAST day of the Month.

Secretaries are encouraged to file the MMR on-line. If you do not have access to a computer, then maybe one of the other Officers or club members will file the reports for you.

The blank MMR forms are available through Club Supplies. The form is carbonless, so that everyone can read the information, you are requested to type the form or print using a ball point pen. Be sure to press hard on a hard surface.

Copies go to:	Top (Black)	- Lions Clubs International
	Middle (Green)	- Cabinet Secretary
	Last (Blue)	- Retain in Club Files

## **MEETINGS**

### Regular Club Meetings

- Number determined by Club.

### Board Meeting

- Club determines if they wish to have a regular scheduled Board Meeting.

### Presidents and Secretaries Council

- First Wednesday each month except July

### Mid Winter Conference

- Held each January

### District Convention

- Held late April early May

## **REPORTS**

### Monthly Membership Report (MMR)

- Submitted by the end of each month. If not filed on-line then mail copies to Lions Clubs International and Cabinet Secretary, to arrive by the LAST day of the month.
- Must be filed each month, even if there are no changes.

### Club Activity Report

- To be completed on a monthly basis and mailed to the District Newsletter Editor. Be sure to list upcoming events. List the activity plus the hours of service by the members during the activity.

### Monthly/Annual Activities Report

- To be completed at the end of the Lions Year and mailed to Lions Clubs International.
- May be completed on-line. If you submit on-line then you are finished with this report

### Report of Incoming Officers for the next Lions Year (PU-101)

- Must be completed on-line. If you submit on-line then you are finished with this report.

## 100% Club President Report

- Form is available through the Club Resource Center on the International Website. To be submitted at the end of Lions Year to Zone Chairman and forwarded to Lions Clubs International.

## Convention Delegate

- Reports who will serve as the Club's delegates to the District, State and International Conventions.
- Clubs are entitled to:
  - 1 delegate per 10 members to the District Convention and State Convention.
  - 1 delegate for every 25 members to the International Convention
  - The number of delegates that a club is entitled to is based on the number of members who have been a member for one year and one day or longer.
  - A Member must have been a member for a minimum of one year and one day to be eligible to serve as a delegate to any convention.
  - Clubs with Past District Governors, as members, are required to submit their names as delegates, but they do not count toward the total number of delegates each club is entitled to send to the District Convention. Past District Governors do not have automatic delegate status to the State Convention or the International Convention.

# RECORDS

## Correspondence

- Maintain files on all letters, reports, and minutes received and generated by the club.

## Attendance

- Maintain attendance records for each member, including make ups that have been reported. Report to the Board of Directors any member who has missed meetings for two months in a row without

communicating to the club secretary or the attendance committee as to why.

## Minutes

- A record of each meeting is to be kept by the club secretary. Minutes should include date, time and location of meeting. Any motion made. Person making the motion, the person who seconds the motion and the results of the vote. If the vote is close the record should include the number of ayes and nays. Minutes of the Board meeting should also include those in attendance. For a board meeting to be valid it must have a majority of the board members present. That means at least 51%. If the board has 13 members, then 7 board members must be present.

## **OTHER ITEMS**

### Awards

#### Attendance

- The secretary keeps the record and orders the appropriate award and tab from International.

#### Monarch

- Presented to members representing 10, 15 and 20 years. They are issued on five-year intervals. Certificates and Tabs may be ordered though Club Supplies. The Club Secretary is responsible in maintaining the member's records as to longevity. Lions International will issue at no charge, Monarchs of 25, 30 and higher.

#### Special

- Awards that the club wishes to present such as Lion of the Year, appreciation awards and special service awards.

### Member Roster

- The secretary maintains member information and roster. A club roster should be presented to each member at least once a year

or as needed. The roster needs to show the member name, phone numbers (home, work, Fax), address and any other information that the club wishes to know.

### Dues

- Distribute to club member the dues statements in a timely manner so that the dues may be collected in time to pay the District, State and International dues on time. The club treasurer may handle this function.

### On-Line Services

- The secretary may file the MMR, Pu-101 and order supplies via the internet. Membership records and other information may be accessed through the internet. Lions Clubs International will mail the President, Secretary and Treasurer their Member Number and Password to gain access to the Reporting, Records and Club Supplies web sites.
- The Secretary should update International's data base as to club member's addresses, phone numbers, sponsors and email addresses.

### Membership list from International

- The Secretary should verify with Lions Clubs International the members shown on LCI records as compared to those on the Clubs records. Three times a year LCI sends to the club a listing of club members with the club member number. This list is sent with the Per Capita Billing in June and December and with the PU-101 sent to the club in March. The secretary should compare this list and make sure that the members match. If they do not then the MMR will need to be amended to show the corrections. International will not add or remove a member without all information being reported on the MMR.

### International Invoices

- Each month the Treasurer will receive an invoice from Lions Clubs International. The Secretary needs to verify the items being charged by Lions Club International prior to the invoice being paid.

- In the lower left corner of the Invoice is two numbers. One shows the number of members that LCI shows the club having and the other the number of member reported on the last MMR received by LCI from the club. If these numbers do not match the Secretary should investigate and correct. The secretary will generally have to provide copies of the MMR showing when a member was added or dropped.

### Catalog

- Each year the club secretary will receive from Lions Clubs International an Official Supply Catalog. This catalog has club supplies, awards, jewelry, apparel and items for club members. The secretary should bring the catalog to each meeting so that if members wish to look at or order items then they may do so. Only the Club Secretary and President have the authority to sign a purchase order. If a member orders an item, wait to receive the International Invoice to bill the member; so that the proper amount may be collected, be sure to include postage and handling charges.

### Supplies

- Club supplies and awards are ordered from the Official Supply Catalog.

### Copyright

- Copyright Law protects the Lions Emblem, Logo and Slogan. As an Officer of the Club and a member of Lions Clubs International each Lion is to protect that copyright. Clubs may use the emblem in their printing with no major problem. You can not go to an engraver and have them use the Lions emblem unless they have a License from Lions Clubs International to engrave that emblem. The Lions' Emblem is not to be used on fund raising items; there is a Lions' Fund Raising emblem to be used.

### District and International Mailings

- June - Semi-annual billing for International Dues
- August - Semi-annual billing for District and State Dues
- December - Semi-annual billing for International Dues
- February - Semi-annual billing for District and State Dues

- February – International Supply Catalog
- March – Certification Credentials – International Convention
- March – PU-101
- March – Certification Credentials – District Convention

Following items may be printed from the LCI website.

- Revised copies of the International Association of Lions Club Constitution and Bylaws and the Standard Form of Club Constitution and Bylaws.
- Booklet – A program of Liability Insurance for The International Association of Lions Club
- Form letter concerning Internal Revenue Taxes and the completion of Form 990.