

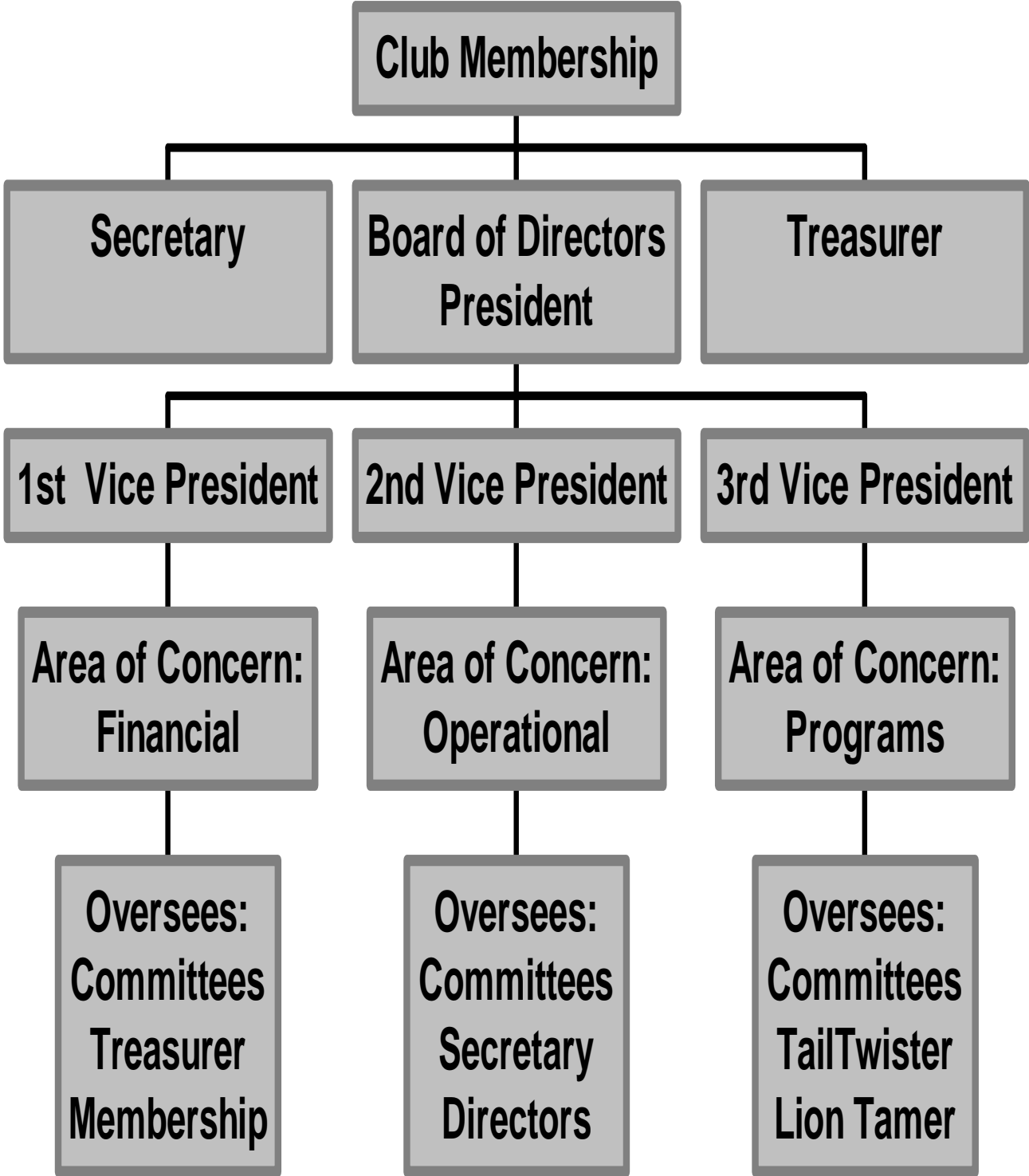
**LIONS DISTRICT 2-S2  
CLUB LEADERSHIP MANUAL  
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# CHAPTER I

## *Club Organization*

# Club Organization



## **CLUB PRESIDENTS**

The Club President is the core of the Lionism realm. He determines whether the organization will succeed or fail. Leadership is the key. As President you are expected to set the club's goals, provide the enthusiasm and leadership to reach those goals, and award those who help you in that endeavor. You can achieve whatever you set out to do. You will find that when you ask "I need help to accomplish this specific task, will you do your part?" you will seldom if ever be refused. On the other hand, if you ask for volunteers from the floor, you will probably fail. Such is the life of a President!

## **VICE PRESIDENTS**

Vice Presidents provide the administrative function inside the club. They are responsible for supervision of committee action. Some clubs make one of the Vice Presidents a committee chairman for a major activity. In either case, it is not their responsibility to do the job but to see that committee members carry out the functions and sometimes lead the way. If you make the desires of the club known in enough detail so that members understand what is wanted, you will seldom need to do the actual work.

In addition to supervising committees, the First Vice President should prepare himself for the President's job when the time comes. This includes observing, and deciding in your own mind how you want to handle similar problems. Ask the President to permit you to preside over a meeting once in a while—the practice will help. Public speaking practice is almost a requirement for a good President. Learning to be heard, with or without a microphone, is one of the hardest things to master.

Many clubs ask the Third Vice President to be the program chairman. If this is so, see that you have a program for every meeting. Keeping a member prepared to give a program is a good way to solve the problem of "no-shows" and they do happen. Vary the program content and include Lionism in the schedule at least once every month or two. The cabinet officers and committee chairmen are always prepared to present their subject. Use them. Work with the Tailtwister to see that your speaker always has enough time. Tailtwisting that goes too long is a never-ending problem.

## SECRETARY

The Secretary is the key member of the District Governor's Advisory Committee along with the President and Zone Chairman. He keeps the records of the Club including minutes of all meetings, individual records of members and financial summaries. The members records include attendance, sponsorships, committee assignments and offices held. He is the President's right-hand man and sees that items of interest are brought to his attention. He will summarize International and District mail and see that the President brings important subjects to the Club's attention. As a member of the Board of Directors he helps to keep the club active and aware of chances to serve.

A Secretary's Checklist of monthly duties and helpful hints for completion of the Monthly Membership Report (C23-A), Annual Club Activities Report (A-1), Monthly District 2-S2 Club Activities Report and International Officers Reporting Form (PU-101) are included in this manual.

## TREASURER

The Treasurer is the most important officer of your club. This person is responsible for seeing that all monies are accounted for and that money is spent in accordance with the wishes of the Board of Directors.

The Treasurer must keep two funds; an Administrative Fund and an Activity Fund. The depository may be in one account, but the accounting must show two funds. All monies from public fund-raising or donations must be kept in the activity fund and used only for humanitarian purposes. Money from this fund may not be transferred or used for administrative purposes. Administrative funds are for all operating purposes and, if excessive, may be transferred to the activity fund. Typical expenses permitted under activity funds are:

- 100% Activity Payments (Texas Lions Camp, Texas Foundation, LCIF , etc)
- Youth Activities
- Sight & Hearing Screening
- "Fellow Awards" from LCIF and TLF Environmental Projects
- Local community Projects

All checks issued should have two (2) signatures. If they do not, or if it can be proved that signatures were applied ahead of time, your liability insurance and surety bond will be invalid.

The Treasurer is responsible for monthly reports to the Board of Directors, These reports should show expenses against budgeted items and budget item balances.

The Treasurer also is responsible for filing the IRS Form 990 on time.

## **DIRECTORS**

Directors are the eyes and ears of the Club. They must keep aware of the issues facing the community so that they can bring needs of the community to the attention of the Board of Directors. It is easy, in our fast-moving world, to skip over problems that the Club could solve and thus deprive the community of a good service.

A long time ago, in a small West Texas town, a doctor made the remark that it was “almost too late to treat a child for her deformity”. When another Lion caught the word “almost” he was awake enough to ask how it could be done. The result was that a little girl, and later a beautiful young lady, was cured of her deformity and later became a Miss America runner-up. This is the kind of alertness expected of Directors.

When you see a handicapped child, stop and ask if they have ever been to our Lions Camp. This is the way 1500 kids a year improve their self-esteem and feel a needed part of society.

You, as Directors, are important!

## **CLUB MEMBERSHIP COMMITTEE**

Lions Clubs International defines the Club Membership Committee. The three immediate past presidents form the committee, who serve for three years. After serving two years, the member becomes Chairman of the Membership Committee for his third year.

The Membership Committee is charged with organizing membership drives whenever they think they are necessary to meet the goals of the District Governor. They also have the responsibility of keeping the membership informed and motivated so that drops are kept to a minimum.

A separate sheet on the PU 101 form lists these members for Lions Clubs International.

## TAIL TWISTER

Tailtwisting is probably the hardest job in Lionism. It takes someone who is uninhibited and willing to spend time researching timely issues, humorous events, and how to make the members relax before, during or after a stress-filled day. There are many ways to approach this job, but probably the easiest one is to discuss it with someone known to be good at it. Clubs are also unique. Topics that are appreciated in one place do not go over in another. Yet, the tailtwister is the salvation to good club meetings. As “Court Jester” he lets the members forget their problems and prepare for a good program.

On the subject of programs- do not impose on the speaker’s time! In an hour meeting, the time devoted to tailtwisting should not be over 10 minutes. Opening ceremony, pledge, invocation, introductions and notices take at least another 20 minutes. This is about right for a speaker - not less than 30 minutes including questions and answers. Do your President a favor, remember -no more than 10 minutes.

It is boring for the Tailtwister to just pass the pot for a donation. He can keep a new member interested and recognized by picking on him once in a while. Do not pick on one person too often, but get him on his feet and he’ll feel at home in the club. Let an assistant collect the fines while you recognize the member, quiz him, and levy the fine. And every so often, make the joke on yourself—it helps keep down bad feelings. By all means, keep it clean and in good taste.

Ideas:

Blame someone for something he didn’t do—if he objects fine him for not doing it! It works, if in good taste.

Have a contest with some simple task. Fine the losers—or the winner!

Put your assistant in a large box, cut a hole in it, and have members go fishing. Catches are items applicable to the fisher—a fish for a fisherman, a bra for a lady member, a little toy car for a car salesman, and finally the assistant dressed up as a mermaid!

One club finances the tailtwisting once a month with a drawing. Put your name on a dollar bill, and the winner gets a century club membership for the year! Okay for a large club, and can be modified for a small one.

Fine members for talking while the speaker is giving his talk. This is very effective for stopping this bad practice.

## **LION TAMER**

The Lion Tamer has responsibility for all the paraphernalia belonging to the club. He is also Chairman of the Greeters. Most Clubs use new members as greeters in order to give them the opportunity to meet all the members.

## **PUBLIC RELATIONS CHAIRMAN**

Public relations are very important for the life of your club. If the public knew about all the things Lions do for the unfortunate, we would not have membership problems. It is this Chairman's duty to become well acquainted with the local media, and to prepare articles for the Newspaper, Radio and Television. Selecting an outgoing individual who gets along well with people is important in this case.

## **HISTORIAN**

The Historian can help the Club by keeping its history up-to-date. When anniversaries or other special occasions occur, historical notes for programs and public relations articles can be prepared. Be sure the financial history is kept because it is useful for informing the public of your accomplishments. The Old Monarchs of your club are a great source of historical information. Don't let them leave the club without putting their memories in writing.

## THE SPONSOR'S RESPONSIBILITIES

Sponsoring a new member means helping the Club maintain its vitality with new outlooks and new enthusiasm. However, sponsorship of a new member also demands additional responsibilities.

- Be certain the new member's induction ceremony is impressive so he or she may take justifiable pride in joining the Club.
- Ensure that he or she receives a New Member Kit.
- Make your member feel welcome once he or she dons the Lions' lapel pin.
- Introduce your member to all Club members and make certain he knows the post each officer holds.
  
- Remind officers to provide your member with assignments which will enable him or her to immediately become an active Lion.
- Arrange for Orientation Sessions on Lionism at the Club, District and International levels.
- Coach him or her on the Club's Constitution and By-laws.
- Answer any questions he or she might have on the operation of the Club, as well as on any other subject of Lionism.
- Call your new member prior to the first few meetings to offer transportation.
- Encourage your member to feel free to let you know of any problems so you may find a
- Assist him or her in developing Lionistic potential.

## CLUB MEETINGS

Meet, greet, eat and leave is one of the surest ways to kill a club. This was one of the reasons Melvin Jones sought to organize the Lions. You have to have more. You have to enjoy the time you spend there. You have to be a part of the club. You have to have fun. You have to look forward to the next meeting. You need the fond memories. You need to be needed.

A good organizer is a great asset to a club, but so is the Taitwister, so is the jokester, and so is the Lion who accepts the brunt of the jokes. It takes a team to create and implement a well-run, enjoyable club meeting.

Programs, you *must* have good programs. They should be knowledgeable and enjoyable. They can be on any subject that your members would appreciate. They can be about local programs, but not solely.

The president's manual will give a suggested agenda for a club meeting. It will give you the order, but it is up to the president and you to make it interesting and enjoyable.

## SERVICE ACTIVITIES

Helping someone in need "just because you want to" is one of the most rewarding aspects of being a Lion. Just as joining with our fellow club members in support of an activity, your club joins with other clubs in support of larger and more demanding activities. We earn monies in our fundraisers and we use it in our charitable contributions. How many activities does your club have that do not require money, just talent, hours and good will. How about an environmental project where you clean a section of highway, a neighborhood park, an elder person's home, or after a disaster.

Lions are known for their charitable hearts. We are proud of that fact. We are known for our contributions of money, but we are not the Government, so, we should not try to solve everything by throwing money at it. The most rewarding activities can be those that challenge the members, involve the members and cost little or no money. Try it—it works and it is one of the best public relations messages for your club's membership drive.

**SOME CLUB POLICIES YOU SHOULD CONSIDER**  
**AND THAT YOU MIGHT WANT TO PASS ON FROM BOARD TO BOARD**

1. Election dates and procedures for nominations and elections. International requires election (and PU1 01 filing) by April 15 so nominations should take place in March. Assure that nominations are by committee and not one person's responsibility in order to improve quality of officers.
2. Fees and dues: Assure that they correspond to District and International amounts and dates.
3. Membership processing and approval.
4. The Delegate contingent consists of 1 per 10 members for District Conventions and 1 per 25 for International. The Incoming President and Secretary are usually given first option. Past District Governors do not count against the delegate contingent.
5. Club payment of Convention and Forum expenses of members: A legitimate administrative expense. (See Article XIII of the International Club Constitution.)
6. Spouse's Night policies: How often, how financed, etc.
7. Protocol: Invitation of District Officers to social events, etc.
8. Traditions: Handing down President's pin, bulletins, who pays for guests, Board meeting schedules, etc.
9. Meeting agenda: Use them and assure enough time for speakers.
10. Deceased members: Memorials, Lions memorial service, notification to members, invitation to widows or widowers to socials, etc.
11. Induction and Indoctrination: How often, agenda, responsibilities.
12. Plans for Lions Information at meetings.
13. Special Awards: Lion of the Year, Citizen of the Year, District Awards.
14. Club Visitation policy: Other Clubs, Lion's Camp, Eye Bank, etc.
15. Property acquisition policy and plans
16. Dress for special occasions: Spouse's nights, Charter nights, Installation night, etc.
17. Any obligation undertaken by one Board, and which, with the approval of the membership, presents an obligation to a future Board.
18. It is usually a good idea to have these items in written form and note the date that items were approved by the membership or Board.

## SOURCES FOR GOOD PROGRAMS

Make your programs come alive! Keep variety in your meetings. Use entertainment, information, and Lionism intermittently. Keep your subjects current. Line them up at least three months in advance. Following are some suggestions; add those you can think of:

1. District Cabinet Officers – Check list in District Directory.
  - a. District Governor – Vice Governor
  - b. Membership Chairman
  - c. Leadership/Indoctrination Chairman
  - d. Texas Lions Camp Director
  - e. Texas Lions Foundation Trustee
  - f. Diabetes Awareness Chairman
  - g. Eye Bank Director
  - h. Etc.
2. Programs by groups you sponsor – Little League, etc.
3. County Judge, Commissioner
4. Sheriff, Mayor, City Councilman, Chief of Police
5. Superintendent of Schools
6. State Representative
7. Coaches (Football, Soccer, Basketball, etc.)
8. County Extension Agent
9. Local Minister
10. CPAs
11. Local Medical Doctors
12. Local Nursing Home Administrator
13. School Choral Group
14. Barbershop Quartet
15. Area Professional Speakers and Humorists
16. Area Entertainers and Musicians
17. Local Heritage Association President
18. Experts in their field:
  - Bird watching
  - Photography
  - Astronomy
  - Fishing
  - History
  - Engineering
  - Etc.
19. Have a Queen's Contest, Poster Contest (Int'l)
20. Honor High School Students
21. Have a Speech or Essay Contest (District, State)

## 100 IDEAS FOR FUNDRAISING

- 1) Lemonade Stand
- 2) Sell fireworks
- 3) Turkey Shoot
- 4) Bingo Game
- 5) Car Show
- 6) Concession Stand
- 7) Hold Auction
- 8) Garage Sale
- 9) Old Book Sale
- 10) Donkey Basketball Game
- 11) Donkey Baseball Game
- 12) Sports Challenge to other Clubs
- 13) Bake Sale
- 14) Make and Sell Cookbooks
- 15) Door Prize Chances at Meetings
- 16) Sell Christmas Trees
- 17) Sell Lions Mints
- 18) Sell Lions Light Bulbs
- 19) Work Fairgrounds Booths for %
- 20) Sell Club Pins
- 21) Drawing for Homemade Quilt
- 22) Sell Production Items with Club Logo
- 23) Sell Bumper Stickers
- 24) Make and Sell Badges
- 25) Sell Lions Club Brooms
- 26) Lions Gum Machines
- 27) Hold a Carnival
- 28) Run Softball Park/Association
- 29) Sponsor Youth Sports Tournament
- 30) Collect Used Newspapers
- 31) Collect Aluminum Cans
- 32) Sponsor Wrestling Tournament
- 33) Auction Dinner
- 34) Sponsor School Dance
- 35) Sponsor Town Dance
- 36) Slave Auction
- 37) Old/Used Car Auction
- 38) Sell Homemade Crafts
- 39) Sponsor Craft Show
- 40) Basketball Tournament
- 41) Talent Show
- 42) Hold Neighborhood Cleanup
- 43) Make and Sell Yard Signs
- 44) Paint House Numbers on Curbs
- 45) Stencil Mailboxes
- 46) Sell Ads in Ad Book
- 47) Have a Volksmarch
- 48) Pancake Breakfast
- 49) Hold Run/Rally
- 50) Have Local Civic/Celebrity Game Show
- 51) Fishing Derby
- 52) Bean Dinner
- 53) Collect Goods and sell at swap meet
- 54) Have a Car Bashing
- 55) Dunk Tank at Fair
- 56) Halloween Costume Stand
- 57) Sponsor Dirt Bike Rally
- 58) Golf Tournament
- 59) Endurance Events for Pledges
- 60) Develop and Sell Local Maps
- 61) Sell American Flags
- 62) Hold Lock-in Event for School
- 63) Car Wash
- 64) Ice Cream Social
- 65) Eating Contest (Watermelon, Pies)
- 66) Chili Cookoff
- 67) Make and Sell Calendars
- 68) Pet Talent Show
- 69) Ethnic Theme Dinner
- 70) Baby Pageant
- 71) Local Art Show/Contest
- 72) Sponsor Soccer Tournament
- 73) Sell Merchant Coupon Books
- 74) Horse/Cow Chip Pool (Sell Squares)
- 75) Cake Walk
- 76) Dance-A-Thon Contest
- 77) Horseshoe Tournament
- 78) Window Cleaning (Residences/Stores)
- 79) Sponsor Sports Clinic
- 80) White Elephant Sale
- 81) Pony Rides for Kids
- 82) Frisbee Golf Tournament
- 83) Bowling Tournament
- 84) Raise/Sell/Auction Farm Animal
- 85) Sponsor Convention/Conference
- 86) No-Bake Sale
- 87) Trivia Bowl with Civic Leaders
- 88) Sell Seasonable Fruits
- 89) Fish Fry
- 90) Sell Lions Accessories to Members
- 91) Sponsor BMX Bike Rally
- 92) Oktoberfest
- 93) Game Booth at Fair
- 94) Make Videos for Insurance Claims
- 95) Cut/Sell/Deliver Firewood
- 96) Snowcone Stand
- 97) Music Festival
- 98) Sponsor Swim Meet
- 99) Gift Wrapping Stand
- 100) Kidnap the Tailtwister's Can

## WAYS OF HONORING MEMBERS & COMMUNITY LEADERS

Lions Camp Century Club	\$100.00/year
Lions Camp Life Memberships	\$100.00
Texas Lions Foundation, Sustaining Member	\$125.00
Texas Lions Hall of Fame (15-yr Lion, One/District each 3 yrs)	\$225.00
Life Member, Lions Clubs International (70 yrs old, 20 yr Lion)	\$300.00
Texas Lions Foundation Fellow	\$500.00
Melvin Jones Fellow	\$1,000.00
Jack Weich Fellow (Texas Lions Camp)	\$1,000.00
Privileged Member (15 yr Lion, cannot hold office, may vote)	Dues only

Your District may have its own awards in addition to the above.

## CLUB HONORS

100% Club	See District Secretary
LCIF Contributing Membership	\$10.00 per Member
LCIF Honor Roll	\$100.00 per Member

# **CHAPTER II**

## **CLUB LEADERSHIP**

## HAVE YOU ASKED YOURSELF THESE QUESTIONS?

1. What are your goals to accomplish this year?
2. How do you plan to accomplish your goals?
3. What do you feel is the current status of your Club compared to other Clubs in your District?
4. What are the most important three items needed to be done by the Club?
5. Where are the trouble spots?
6. What are your plans for visiting other Clubs?
7. How do you communicate with your Club, Region Chair, Zone Chair, District and International?
8. How often do plan to communicate?
9. How do you plan to motivate your Club to accomplish:
  - a. Better organization.
  - b. Retention of members -new and long time.
  - c. A membership increase.
  - d. Recognition of working Lions.
  - e. Participation in District functions.
  - f. Induction, orientation and training of new members.
  - g. Use of Lion speakers so members better understand Lion programs and projects.
  - h. A spirit of belonging, fellowship, enthusiasm, and accomplishment of service.
  - i. A major fund raising project.
  - j. A major service project.
  - k. Insuring that Club Officers and Chairs understand their duties and responsibilities.
  - l. Insuring that your President, Secretary and Club earn 100% Awards.

## THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB:

Some time ago, Lions Clubs International identified and publicized the **SIX STEPS TO A STRONG LIONS CLUB**. However, as we in District 2-S2 used these six we felt that some vital points needed to be added. Here we use the **LIONS INTERNATIONAL SIX POINTS**, but add other vital points to arrive at what we feel are the **ESSENTIAL INGREDIENTS TO A SUCCESSFUL CLUB**.

**1. A GROUP OF MEMBERS WHO ARE SOLD ON LIONISM.** Its purpose and goals, and are ready to do whatever is necessary to become a good Lions Club.

**2. STRONG LEADERSHIP** -A President who knows what the Club needs to do, has a program mapped out for doing it, and communicates it to his members in a way that will enlist their support and cooperation.

**3. GOOD MEETINGS** at a regular set time. Club meetings must be stimulating, informative and enjoyable. A Club must provide its membership with programs that justify the expenditure in time and money to belong to the Lions Club. A Club that meets, eats and adjourns will not long survive. Each meeting should be planned carefully. The President should operate from a written agenda prepared in **ADVANCE** of the meeting, adhered to, but flexible enough to take care of unexpected events. Meetings should be adjourned **ON TIME**.

**4. A MAJOR SERVICE ACTIVITY** -Lions want to feel that the Club has a purpose and that they are individually wanted and needed. They want to be involved. If they are not, they are likely to lose interest and drop from the Club.

**5. A MAJOR FUND RAISING PROJECT** -Without such a project, the Lions Club will not have the money with which it can perform its service activities.

6. A good Lions Club will have an **ON-GOING MEMBERSHIP DEVELOPMENT PROGRAM** if it is to survive. Inevitably, some members will move, transfer, or drop out for one reason or another. These Lions must be replaced if the Club is to do well. In membership development, take men and women of all age brackets if they really have the desire to be Lions but look especially for younger men and women because the average age in most of our Clubs is rather high. In recruiting new members, the prospects should be told what a Lions Club activities are, how they are accomplished, and what will be expected of them in terms of participation and money. The new member should be inducted in an impressive manner and then indoctrinated and immediately involved in the work of the Club. Involvement of both new and old members in the work of the Club is the key to **RETENTION**.

**7. CLUB AND ASSOCIATION SPIRIT**- Each individual member of a Lions Club should be made aware that he/she is an important part of an organization that is truly dedicated to humanitarian service, not only within their own community but world wide. Lions Clubs are indeed an **INTERNATIONAL ORGANIZATION** with a membership that encompasses nearly all points of the world. Each Lion should be encouraged to take part in programs conducted at the Zone, Region, District, Multiple District and International levels. Every Lion should be proud to be a **LION**. They should be eager to tell their friends about Lions.

**8. STRONG PUBLIC RELATIONS** is designed to project a high profile of Lions in the Community. A good Public relations program includes a bright "newsy" Club Bulletin or Newsletter that reports on the activities of the Club and its members. Insofar as possible, a good working relationship should be established with local new media so that the community served by the Club is made aware of its activities and projects. This will help secure public support for fund raising projects and assist in recruiting new members.

9. A successful Lions Club **MUST BE SOUNDLY FINANCED** so that it can meet its obligations. To do this requires that the Club have a dues structure sufficient to enable it to have enough money to pay the dues to the District, Multiple District, Lions Clubs International, and to meet the administrative expenses of the Club.

10. If the Club is newly organized, it **NEEDS SOME HELP FROM THE DISTRICT** if it is to succeed. This assistance should be provided by the **ZONE CHAIRMAN, REGION CHAIRMAN, DISTRICT EXTENSION CHAIRMAN**, and **DISTRICT GOVERNOR**.

## WHAT DO GOOD LEADERS DO?

Your Club will be the mirror of you; **IT'S LEADER.**

**A SHARED INTEREST**, is not self-interest; remember that if you lead your Club to follow its goals and objectives, you will gain respect, obedience and loyal cooperation.

Do not demand. **ASK**, get a commitment and then follow-up for results. Authority is not bestowed; authority is earned.

Lead with **ENTHUSIASM.**

Lead by **EXAMPLE.** Your attitude and behavior will be emulated, by the Lions you lead.

Provide **CHALLENGING**, meaningful work for your Lions. Delegate and spread the blessing of involvement.

**COMMUNICATE** your expectations - provide authority to accomplish goals.

**INDIVIDUALIZE** your supervision - show confidence.

Provide **SUPPORT.**

**FOLLOW UP.**

Obtain **FEEDBACK** through accountability.

**BE OPEN** - establish trust.

**"PAT ON THE BACK"** -a simple thank you.

Individualize your **RECOGNITION** to a Lion, when it is earned.

**REMEMBER A LEADER CAN BE PICKED OUT OF A CROWD.**

**(LOOK AROUND YOU!)**

# **Three Different Types of People**

**I. Those who make things happen.**

**II. Those who watch things happen.**

**III. Those who wonder how things happen.**

## **CLUB MEMBERSHIP**

**1/3 are active participants.**

**1/3 can be motivated to activity.**

**1/3 are passers-by.**

# **CHAPTER III**

## **President**

## *The* PRESIDENT'S CHECKLIST

1. **ESTABLISH GOALS** - difficult but achievable.
2. **BE POSITIVE AND ENTHUSIASTIC** - in all you say and do.
3. **WORK ON A CLUB CALENDER** - special events, spouse's night, & projects.
4. **ASK VP's AND SECRETARY** - to help establish your committees.
5. **BE AN INFORMED** - Lion and inform your Officers, Board, and Members.
6. **READ ALL MAIL** - it is not all junk mail.
7. **USE AN AGENDA** - include invocation, pledge, song, program, etc.
8. **MAKE VISITORS WELCOME** - they are in your home.
9. **HAVE INTERESTING PROGRAMS** - at every meeting with periodic lions programs
10. **USE YOUR MONTHLY BOARD MEETING FOR BUSINESS** - only bring major items to the Club membership. Invite members to the Board meetings.
11. **PUT YOUR TAIL TWISTER BEHIND THE PODIUM** - don't just have him collect money.
12. **PAY ATTENTION TO PROTOCOL** - your image depends on it.
13. **USE A CLUB BULLETIN/NEWSLETTER** - to keep members and spouses aware of the Club's activities.
14. **ENCOURAGE CLUB MEMBER VISITS TO OTHER CLUBS** - and the different programs you Club supports.
15. **RECOGNIZE MEMBERS FOR GOOD PROJECT WORK** - and sponsorship of new members.
16. **USE SPONSORS** - to pep up lagging members.
17. **MAKE THE PUBLIC AWARE** - of the Club's efforts and results. Remember people want to be part of a successful Club.
18. **GIVE EVERY MEMBER A TASK** - no matter how small.
19. **KEEP YOUR CLUB EFFORTS IN TUNE** - with Community needs.
20. **THE REGION CHAIR AND ZONE CHAIR ARE REQUIRED TO VISIT EACH CLUB** - at least twice during the year. Invite them to your functions.
21. **ATTEND YOUR REGION/ZONE MEETINGS.** - They are required.
22. **SUPPORT YOUR DISTRICT, MULTIPLE DISTRICT, AND LIONS INTERNATIONAL.** -Lions would be meaningless without them. See that the Secretary sends the Lions International Monthly Membership Report by the first of the month. The Lions International Annual Club Activities Report must arrive at International Headquarters by June 30th. The District 2-S2 Monthly Activities Report must arrive at the District Governor's Office by the first of the month. Also, make sure your dues are paid to District and Lions International in July and January of your year.
23. **REMEMBER THAT NEW MEMBERS BRING NEW LIFE** - Encourage new members.
24. **INDOCTRINATE AND ORIENTATE NEW MEMBERS** - Consider a special night. Everyone benefits from a question and answer period.

- 25. THE NEW CLUB OFFICER FORM (PU 101) MUST BE SUBMITTED BY APRIL 15** to the District and Lions International. Have the nominating committee begin work in January. Hold elections by the first of April.
- 26. SUPPORT DISTRICT, MULTIPLE DISTRICT, AND LIONS INTERNATIONAL PROJECTS.** -You are a part of the Lion World Community.
- 27. ATTEND** -your District Mid-Winter Conference, District Convention, Executive Council, and District Workshops. Encourage all of your members to attend.

## ***SUGGESTED AGENDA FOR A CLUB'S BOARD MEETING***

**CALL MEETING TO ORDER**

**ROLL CALL**

**REMARKS BY THE PRESIDENT**

**APPROVAL OF THE MINUTES OF THE PREVIOUS BOARD MEETING**

**SECRETARY'S REPORT**

**TREASURER'S FINANCIAL REPORT**

**APPROVAL OF BILLS FOR PAYMENT**

**READING OF COMMUNICATIONS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ACTION OF MEMBERS WITH DUES IN ARREARS**

**COMMITTEE REPORTS**

**OPEN DISCUSSION FROM BOARD MEMBERS**

**ADJOURNMENT**

**NOTE: At the first Board meeting of the year, the following should be accomplished/approved:**

- **Approval of Bank Depository for all accounts**
- **Adopt budget/preliminary budget**
- **Reading/approval of the audit report if available.**
- **Read policy for members absenteeism**
- **Finalization of Committees**
- **Set regular Board meeting dates.**

## **Guidelines to follow for a Club Board Meeting**

- **Board of Directors should meet at least ONCE A MONTH.**
- **Board meeting should be open to all Club members. They should be invited to attend.**
- **Handle like any other meeting: be prompt and start and stop on time. If the meeting is going to run over, break the discussion and let all know that anyone wishes to leave the meeting because of time constraints, they are excused. Then continue the meeting.**
- **Involve the Vice Presidents. This is their training period to see how they will become leaders. Let them know that you expect their Chairs to have reports for the Board meetings.**
- **Control meetings. Do not let another meeting get started in back of the room. Seat members so that they have to give you their attention. Use the gavel if you need to do so.**
- **Advise the Secretary to have the previous Board Minutes ready.**
- **Advise the Treasurer to have the financial report read for each meeting to let the members know about the Club's funds.**
- **BE PREPARED – Prepare and be acquainted with your agenda for each meeting. If you are prepared you will keep the meeting running smoothly.**
- **Conduct all business of the Club at the Board of Directors meetings, not at the Club Meetings. Results of decisions by certain committees can be given briefly at the regular meeting for information purposes.**
- **NEVER bring a controversial topic up for discussion at a regular meeting. Invite all members of the Board meeting, where you have control and can handle it like any other business discussion.**

**SUGGESTED AGENDA FOR CLUB'S REGULAR MEETING**

CALL TO ORDER

TAIL TWISTER (OPTIONAL ORDER) LION \_\_\_\_\_

INVOCATION BY LION \_\_\_\_\_

PLEDGE TO THE FLAG LION \_\_\_\_\_

SONG(S) LEAD BY LION \_\_\_\_\_

TAIL TWISTER (OPTIONAL ORDER) LION \_\_\_\_\_

ILLNESS REPORTED BY LION \_\_\_\_\_

RECOGNIZE AND WELCOME GUESTS AND VISITING LIONS

BIRTHDAYS AND ANNIVERSARY ANNOUNCEMENTS

OPENING REMARKS – PRESIDENT'S MESSAGE

SECRETARY'S REPORT

COMMITTEE REPORTS

LION \_\_\_\_\_ COMMITTEE \_\_\_\_\_

LION \_\_\_\_\_ COMMITTEE \_\_\_\_\_

LION \_\_\_\_\_ COMMITTEE \_\_\_\_\_

PROGRAM – INTRODUCTION BY LION \_\_\_\_\_

PROGRAM SPEAKER \_\_\_\_\_

TOPIC \_\_\_\_\_

RESPONSE/APPRECIATION TO PROGRAM

ANNOUNCEMENTS

ADJOURNMENT

## **CHAPTER IV**

### **President-Secretary-Treasurer**

# President-Secretary-Treasurer CHECKLIST

## EACH MONTH:

1. Minutes of the Club and Board meetings - Mail copies of the board minutes to the Board Members (if By-Laws require).
2. Prepare and mail the Monthly Membership Report to Lions International and the District Governor by the **FIRST OF THE MONTH**. The District Governor will reproduce copies and mail them to the Region and Zone Chairmen by the 15th of the month.
3. Record attendance and absenteeism - submit to Board those members who have missed 4 straight meetings or more.
4. Post records of monies received.
5. Keep at least **TWO SEPARATE SETS OF CLUB ACCOUNTS** - Activity and Administrative. Note: For insurance bonding, **ALL ACCOUNTS REQUIRE TWO (2) SIGNATURES**.
6. Post and maintain member charges and payments.
7. Answer all correspondence for the Club.
8. Submit all bills, purchase orders, and vouchers directed to you. Submit to the Board if outside of the approved Budget. (Treasurer should submit any request for payment that is greater than the budget to the Board for approval).
9. Check for special upcoming events and activities; put them on the President's agenda.
10. Notify Club Officers and involved members of upcoming Zone, District, State, and International meetings and events.
11. Treasurer should prepare monthly budget analysis, and income and expense statements for the Board Meeting.
12. Prepare and mail members' statements for dues and unpaid charges (if on a monthly billing cycle).
13. Notify Board members of the Board Meeting - time and place.
14. Attend Executive Council (if established by Club By-Laws).
15. Attend the Club Board Meeting.

### **QUARTERLY:**

- Prepare and mail member's statements for dues and unpaid charges (if on a quarterly billing cycle).

### **SPECIAL MONTHLY ITEMS:**

#### **JUNE:**

- Review work to be done with the outgoing President, Secretary, and Treasurer. Review all records.
- Establish BUDGETS for the Club's Administrative and Activities accounts.
- Prepare Club's annual calendar of events. Discuss spouse's night(s), elections, District and Zone meetings, etc.
- Prepare a written checklist by month of important deadlines for reports, awards requests, contests, etc.
- President and his other club Officers should discuss the selection of committees and their chairmen.
- Secretary and Treasurer should discuss and agree on their division of responsibilities.
- President/Secretary/Treasurer read their International Manuals.

#### **JULY:**

- Contact the District Governor to confirm date of the Governor's official visit to your Club.
- Compare International's membership list with the Club's list and report any discrepancies to Lions International.
- Pay International and District dues.
- Have Board approve and mail new Corporate/Non-profit Resolution to bank with listing of new officers for account signature cards.

## **AUGUST:**

- Order new member kits for the October Membership Drive.
- Notify Officers of September Zone meeting. Announce to the Club that all Lions are welcome.
- Notify First Vice President of the USA/Canada Lions Form. (Make reservations if appropriate.)
- Recommend payment of 100% of District and State Charities. (Early payment assists them in meeting needs that develop early.)

## **SEPTEMBER:**

- ATTEND REGION/ZONE MEETINGS.
- First Vice President goes to the USA/Canada Forum.
- Promote Membership for October Membership Drive.

## **OCTOBER:**

- **Promote Membership.**
- Order special awards for sponsors of October new members.
- Notify Officers of the November Zone meeting. Announce to the Club that all Lions are welcome.

## **NOVEMBER:**

- **Attend Region/Zone Meetings.**
- Prepare and file IRS Form 990 for the prior year. If it is required, it must be filed by November 15<sup>th</sup>.
- Publicize Mid-Winter Conference.

## **DECEMBER:**

- Prepare semi-annual financial report and mail to Lions International
- Publicize Mid-Winter Conference. Make reservations.

## **JANUARY:**

- Compare Semi-annual Membership List. (See July item.)
- Pay International and District/State dues.
- Charge the Nominating Committee to meet in February to prepare for presentation of new Officers and Directors slate in early March.
- Encourage members to search and find applicants for the Texas Lions Camp. (Applications should be available from the Camp by the end of January.)
- **Attend the Mid-Winter Conference.**

## **FEBRUARY:**

- Past District Governor's Appreciation Month.
- Notify Officers of the March Zone meeting. Announce to the Club that all Lions are welcome.
- Notify members of nominating committee meeting and schedule elections in March.
- Encourage members to find applicants for the Texas Lions Camp.
- Remind members of the upcoming White Cane Day in March.

## **MARCH:**

- **Attend Region/Zone Meeting**
- Notify Club Members of the Nominating Committees recommended slate of candidates and schedule the Club Elections for early April.
- **Publicize District Convention and make reservations.**
- Encourage members to find applicants for the Texas Lions Camp.
- **Work White Cane Day/Weekend.**

## **APRIL:**

- **Hold Club Elections no later than early April.**
- Prepare and mail PU-101 Form to Lions International and the District Governor by April 15<sup>th</sup>. Please type for clarity; International and District directories are prepared from this form.
- Order awards for the year.
- Publicize the District Convention and make reservations.
- Notify Officers and Directors of District Training.
- **Attend the District Convention.**
- Publicize the State and International Conventions and make reservations.
- Encourage members to find applicants for the Texas Lions Camp.

## **MAY:**

- Arrange for the Club Installation ceremony. Make it a special event.
- Invite the Club Installation Installing Officer.
- Remind Officers and Directors of scheduled District training.
- Give the President-Elect and the Secretary/Treasurer-Elect packets from Lions International.

### **Attend the State Convention.**

- Publicize the International Convention and make reservations.

## **JUNE:**

- Hold the Club Installation.
- **Prepare the Annual Club Activities Report and mail copy to the District Governor and Lions International so that it arrives there by June 30<sup>th</sup>.**
- Help incoming Officers and Directors prepare for their year.
- **Attend the International Convention.**

# CHAPTER V

*Dues*

## DUES STRUCTURE

	Semi-Annual	Annual
* <b>INTERNATIONAL</b> billed separately by	\$16.60	\$33.20 6/1/2004
Lions International (per member)	\$19.50	\$39.00 6/1/2005
** <b>TEXAS</b> (per member)	\$3.75	\$7.50
** <b>TEXAS LIONS CAMP</b>	\$6.00	\$12.00
** <b>DISTRICT 2-S2</b> (includes \$.25 State Convention Fund and \$.25 District District Convention Fund)	\$2.38	\$4.75
<b>****100% CLUB ITEMS</b>		
<i><b>Pass through funds</b></i>		
***Texas Lions Camp		\$10.00/Member
***District Eye Bank		\$5.00/Member
***LCIF		\$1.00/Member
***Texas Foundation		\$2.00/Member
***Leader Dog School		\$1.00/Member
***LWSB		\$1.00/Member
***Humanitarian Relief Fund		\$2.00/Member
***Lighthouse for the Blind (Operations Fund)		\$1.00/Member
<i><b>Administered by the District</b></i>		
***Lighthouse for the Blind (Activity Fund)		\$1.00/Member
***Diabetic Day Camp		\$1.00/Member
***Hearing and Speech Action		\$1.00/Member
***Sight Conservation		\$2.00/Member
***Lions Quest International		\$1.00/Member
***Taping for the Blind		\$1.00/Member
	Total	\$30.00/Member

### INTERNATIONAL FEES

New Member Entrance Fee	\$30.00
Charter Member Fee	\$30.00
Charter Transfer Member Fee	\$20.00

\* Billed by Lions International based on November and May Monthly Membership Report (C23-A)

\*\* Pay to District 2-S2 Cabinet Secretary. Camp dues may come from the Club's Activity Account if paid by separate check. All amounts based on November and May Monthly Membership Report (C23-A).

\*\*\* Pay all of these items to the District 2-S2 Secretary with individual checks made out as named. The Secretary will record the payments for District records and contest credit and will then forward them to the agency involved. Please note checks with "100% Contribution".

\*\*\*\*Dues, honorariums, memorials, special fund payments, etc. will NOT be counted toward 100% items. Please make individual checks for these to the Cabinet Secretary with appropriate notation on the check.

# **CHAPTER VI**

## **Reporting**

# LIONS CLUB REPORTING

## MONTHLY MEMBERSHIP REPORT (C23-A)

The *Membership and Activities Report (M&A Report)* has changed. In February 1999, club secretaries began receiving the new *Monthly Membership Report (C23-A)*. Available in all languages, the form requests membership information only. Club secretaries and club presidents can use a special e-mail password to complete this form online. To obtain a password, contact the Information Technology Division at International Headquarters by e-mail at [it@lionsclubs.org](mailto:it@lionsclubs.org). (A copy of the C23-A Report is enclosed)

## ANNUAL CLUB ACTIVITIES REPORT (A-1)

The reporting of club activities (included in the old *M&A Report*) will now occur once each year. Early in calendar year 2003, club secretaries will receive the new *Annual Club Activities Report Form (A-1)*. This fiscal year report is due at International Headquarters on June 30. Lions will be able to complete this form online from the association's web page at [www.lionsclubs.org](http://www.lionsclubs.org). (A copy of the A-1 Report is included in this manual.)

The A-1 form features eight areas of Lions service—sight, youth, hearing, environment, community, international relations, diabetes awareness and education, and other health services. Within each service area, club secretaries are asked to estimate the number of volunteer hours spent by club members on service projects during the year. In addition, secretaries will note the amount of their club's financial contributions.

For clubs and districts, the Annual Club Activities Report (A-1) information will be valuable for public relations and membership recruitment. At the international level, data from A-1 forms received at International Headquarters will be entered into the computer system. This will enable the association to report on the most commonly undertaken Lions service projects, the number of Lions volunteer hours and the amount of funds donated by the more than 44,500 Lions Clubs around the world.

## DISTRICT 2-S2 MONTHLY ACTIVITIES REPORT

Clubs are still encouraged to inform their district governors of their monthly service activities. District 2-S2 has adapted a monthly activity report. Club Secretaries will complete the report and submit it to the District Governor not later than 5 days after the end of the month. The Governor will duplicate the report and forward copies to the respective Region and Zone Chairmen. (A copy of the District 2-S2 Monthly Activities Report is included in this manual.)



# MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUB INTERNATIONAL

MAIL BY LAST DAY OF MONTH	(D) CLUB USE PLEASE FILL OUT IN FULL	CLUB USE PLEASE FILL OUT IN FULL	TOTAL	INT'L OFFICE USE ONLY STAT NUM MEM # MISC	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY:	PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON LISTED. ONE PERSON ONLY FOR EACH DROPPED NAME.	TRANSACTION CODE: MEMBERS FROM LAST REPORT			X OUT OF AGREEMENT
ACTIVE _____	1. RESIGNED IN GOOD STANDING (GIVEN OR PERSONAL REASON)	<b>A</b> NEW MEMBERS (SEE TABLE BELOW)			SPONSOR STAT RAYDOR _____
MEMBERS AT LARGE _____	2. DROPPED FOR NON-PAYMENT OF DUES	<b>B</b> REINSTATED MEMBERS (IF DROPPED OVER 6 MONTHS ADD AS NEW)			CHANGE OF ADDRESS _____
HONORARY _____	3. DROPPED FOR NON-ATTENDANCE	<b>C</b> TRANSFER MEMBERS ACCEPTED (LIST NAME OF FORMER CLUB BELOW) (IF DROPPED OVER 6 MONTHS ADD AS NEW)			CLUB OFF _____
LIFE _____	4. DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES	TOTAL, BEFORE DEDUCTIONS			OTHER _____
PROVALISED _____	5. (TRANSFERRED IN GOOD STANDING) USE TRANSFER FROM 200	<b>D</b> DROPPED FROM MEMBERSHIP LIST NAME & REASON BELOW			OTHER _____
AFFILIATE _____	6. MOVED (GIVE CITY)	MEMBERS AT CLOSE OF MONTH			COMMENT CODE _____
DO NOT COUNT IN LCI TOTAL	7. DECEASED				
ASSOCIATE _____	8. OTHER (PLEASE SPECIFY)				
	9. TOTAL MUST AGREE WITH TOTAL NUMBER OF SHEETS REPORTED BELOW				

**#'s and LETTERS MUST AGREE**

**NEW MEMBER DATA & CHANGE OF ADDRESS (NOTE CODES)**

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

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

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

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

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature \_\_\_\_\_



# MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUB INTERNATIONAL

MAIL BY LAST DAY OF MONTH	(D) CLUB USE PLEASE FILL OUT IN FULL	CLUB USE PLEASE FILL OUT IN FULL	TOTAL	INT'L OFFICE USE ONLY	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY:	PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON LISTED. ONE PERSON ONLY FOR EACH DROPPED NAME.	TRANSACTION CODE: MEMBERS FROM LAST REPORT <input type="checkbox"/>		STAT	X OUT OF AGREEMENT
ACTIVE _____	1. _____ RESIGNED IN GOOD STANDING (REASON OR PERSONAL REASON)	A NEW MEMBERS (SHOW IN BELOW)		NUM	SPONSOR STAT RENEWED
MEMBERS AT LARGE _____	2. _____ DROPPED FOR NON-PAYMENT OF DUES	B REINSTATED MEMBERS (IF DROPPED OVER 6 MONTHS ADD AS TO)		MEM	CHANGE OF ADDRESS
HONORARY _____	3. _____ DROPPED FOR NON-ATTENDANCE	C TRANSFER MEMBERS ACCEPTED (LIST NAME OF FORMER CLUB BELOW IF DROPPED OVER 6 MONTHS ADD AS TO)		# MOS	CLUB OFF
LIFE _____	4. _____ DECEASED	TOTAL, BEFORE DEDUCTIONS			OTHER
PROVALUED _____	5. _____ OTHER (PLEASE SPECIFY)	D DROPPED FROM MEMBERSHIP (LIST NAME & REASON BELOW)			OTHER
AFFILIATE _____	6. _____ MOVED (OVER LAMP)	MEMBERS AT CLOSE OF MONTH			COMMENT CODE
DO NOT COUNT IN LCI TOTAL	7. _____ DECREASED				
ASSOCIATE _____	8. _____ TOTAL (INDICATE WITH TOTAL NUMBER OF SHEETS) (IF ALL NAMES BELOW)				

◀ **NON-ACTIVE MEMBERS**

▲ **AGREE WITH LAST MONTH**

IDENT	CLUB	NAME OF CLUB	DIST. NO.	BRANCH CLUB MEMBERS
MONTH	YEAR	ADDRESS		TOTAL _____
				LED CLUB MEMBERS
				TOTAL _____
				<input type="checkbox"/> CHECK BOX IF CHANGE IN SECRETARY NAME OR ADDRESS

◀ **CLUB IDENT #**

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

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

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

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

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature \_\_\_\_\_



# MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUB INTERNATIONAL

MAIL BY LAST DAY OF MONTH	(D) CLUB USE PLEASE FILL OUT IN FULL	CLUB USE PLEASE FILL OUT IN FULL	TOTAL	INT'L OFFICE USE ONLY STAT NUM MEM # MOS	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY:	PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON LISTED. ONE PERSON ONLY FOR EACH DROPPED NAME	TRANSACTION CODE MEMBERS FROM LAST REPORT	<b>X</b>		X OUT OF AGREEMENT
ACTIVE _____	1. RESIGNED IN GOOD STANDING (PLEASE SPECIFY REASON IN PARENTHESES BELOW)				EMERGED STAT RENEWED _____
MEMBERS AT LARGE _____	2. DROPPED FOR NON-PAYMENT OF DUES				CHANGE OF ADDRESS _____
HONORARY _____	3. DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES	C TRANSFER MEMBERS ACCEPTED (LIST NAME OF FORMER CLUB BELOW) (IF DROPPED OVER 8 MONTHS ADD AS NEW)			CLUB OFF _____
LIFE _____	4. DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES				OTHER _____
PROVALISED _____	5. (TRANSFERRED IN GOOD STANDING) USE TRANSFER FORM ILC-20	TOTAL BEFORE DEDUCTIONS	<b>Y</b>		OTHER _____
AFFILIATE _____	6. MOVED (OVER LARMS)	D DROPPED FROM MEMBERSHIP (LIST NAME & REASON BELOW)			OTHER _____
DO NOT COUNT IN LCI TOTAL	7. DECEASED	MEMBERS AT CLOSE OF MONTH	<b>Z</b>		COMMENT CODE _____
ASSOCIATE _____	8. OTHER (PLEASE SPECIFY)				
	9. TOTAL MUST AGREE WITH TOTAL NUMBER OF SHEETS LIST ALL NAMES BELOW				

**X = Z FROM LAST MONTH**

IDENT	CLUB	NAME OF CLUB	DIST NO.	BRANCH CLUB MEMBERS
		SECRETARY'S NAME		TOTAL _____
		ADDRESS		LED CLUB MEMBERS
MONTH	YEAR			TOTAL _____
				<input type="checkbox"/> CHECK BOX IF CHANGE IN SECRETARY NAME OR ADDRESS

**MATH!!!**

**X + A + B + C = Y, Y - D = Z**

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

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

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

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

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature \_\_\_\_\_



# MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUB INTERNATIONAL

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

IDENT. CLUB NO. NAME OF CLUB DIST. NO. BRANCH CLUB MEMBERS

SECRETARY'S NAME TOTAL \_\_\_\_\_

ADDRESS \_\_\_\_\_ LED CLUB MEMBERS

MONTH YEAR TOTAL \_\_\_\_\_

CHECK BOX IF CHANGE IN SECRETARY NAME OR ADDRESS

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

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

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

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

**MEMBER # MOST IMPORTANT**

CONTINUE ABOVE SHEETS Club President's Signature \_\_\_\_\_

## Instructions for Annual Lions Club

### Activities Report (Form A-I)

Lions Club Secretary:

- Print your club's name, six-digit number, district, country and four-digit IDENT number as they appear on your club's pre-printed membership report form include the fiscal year for the report.
- In the boxes provided, place a (√) before the activity in which your club participated during the past year. For each major category, provide amounts donated to charitable causes and an estimate of the volunteer service hours (number of hours multiplied by number of members participating in project).
- At the bottom of the form, include the totals for all donations and hours. State monetary donations in local currency. Use the boxes provided (one digit per box) to enter the amounts
- Mail the form for receipt before June 30 to:
  - **Lions Clubs International**
  - **State & Membership Department**
  - **300 22<sup>nd</sup> Street**
  - **Oak Brook, IL 60523-8842 USA**
- Please do not fax the form or attach other correspondence or information.
- The form may be filed electronically through the International's web site at: ***<http://www.lionsclubs.org>***.
- Provide a copy of the report to the district governor and retain a copy for club records.

Your club's report will help to complete a picture of Lions activities in your district, your country and throughout the world. The important information you provide will help create a better understanding and appreciation of Lions clubs and the needs they serve. Thanks for



# Annual Lions Club Activities Report

Club Name \_\_\_\_\_ 6-Digit Number

District \_\_\_\_\_ Country \_\_\_\_\_

For Fiscal Year \_\_\_\_\_ 4-Digit Ident. Number

Lions Club Secretary: Mail or E-mail this form to International Headquarters. See instructions on back.

<p><b>X SIGHT SERVICES</b></p> <p>COMMUNITY EDUCATION</p> <p>YEARMARKETING</p> <p>PROVIDE NEW EYEGASSES</p> <p>NUMBER OF USED EYEGASSES COLLECTED</p> <p>EYE BANKS</p> <p>EYE CAMPS OR CLINICS</p> <p>RECREATIONAL CAMPS FOR BLIND PERSONS</p> <p>VOCATIONAL ASSISTANCE</p> <p>CARD DOGS</p> <p>WORLD SIGHT DAY</p> <p>VITAMIN A</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X YOUTH SERVICES</b></p> <p>DRUG AWARENESS</p> <p>INTERNATIONAL YOUTH CAMP</p> <p>LEO CLUB</p> <p>LIONS-QUEST</p> <p>MENTORING</p> <p>PEACE POSTER CONTEST</p> <p>RECREATION / SPORTS</p> <p>SCHOLARSHIPS</p> <p>SCOUTING</p> <p>SPEAKING CONTESTS</p> <p>SPECIAL OLYMPICS</p> <p>STREET CHILDREN</p> <p>STUDENT VOLUNTEERS</p> <p>YOUTH EXCHANGE</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X DIABETES AWARENESS AND EDUCATION</b></p> <p>DIABETES SCREENING</p> <p>DIABETES CAMPING</p> <p>EDUCATION</p> <p>MEDICATION / EQUIPMENT</p> <p>RESEARCH</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>
<p><b>X HEARING SERVICES</b></p> <p>HEARING DOGS</p> <p>PREVENTION / EDUCATION</p> <p>HEARING AIDS</p> <p>RESEARCH</p> <p>TELEPHONE FOR DEAF</p> <p>TEMPORAL BONE BANKS</p> <p>NUMBER OF HEARING AIDS COLLECTED</p> <p>PROVIDE NEW HEARING AIDS</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X COMMUNITY SERVICES</b></p> <p>AID TO THE ELDERLY</p> <p>CITIZENSHIP</p> <p>CRIME PREVENTION</p> <p>CULTURE / THE ARTS</p> <p>DISASTER RELIEF</p> <p>HOMELISSUES</p> <p>LITERACY</p> <p>RECREATION</p> <p>SAFETY</p> <p>SPONSORED AFFILIATES (SQUADRY, LIONS CLUB)</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X INTERNATIONAL RELATIONS</b></p> <p>CLUB TRAINING</p> <p>IMMIGRANTS / REFUGEES</p> <p>INTERCLUB ASSISTANCE</p> <p>INTERNATIONAL HOSTING</p> <p>LIONS DAY WITH THE U.A.</p> <p>MISSIONS TO OTHER COUNTRIES</p> <p>WORLD PEACE DAY</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>
<p><b>X ENVIRONMENT</b></p> <p>AGRICULTURAL PROJECTS</p> <p>COMMUNITY CLEAN UP</p> <p>EDUCATION</p> <p>RECYCLING</p> <p>TREE PLANTING</p> <p>WASTE REMOVAL</p> <p>WATER PURIFICATION</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X OTHER SERVICES</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>DONATIONS:</p> <p>HOURS:</p>	<p><b>X HEALTH SERVICES</b></p> <p>AIDS</p> <p>BLOOD DONATION</p> <p>CANCER</p> <p>HEALTH EDUCATION</p> <p>HEART DISEASE</p> <p>IMMUNIZATIONS / VACCINES</p> <p>MENTAL HEALTH</p> <p>PHYSICAL DISABILITY</p> <p>OTHER:</p> <p>OTHER:</p> <p>DONATIONS:</p> <p>HOURS:</p>

Lions Clubs International  
300 W 22ND STREET  
OAK BROOK, IL 60523-8842, U.S.A

Copy 1: International Office  
Copy 2: District Governor  
Copy 3: Club File

## **Instructions for Lions District 2-S2 CLUB ACTIVITIES REPORT**

### **Lions Club Secretary:**

- Print the Reporting Month, Club's name, Secretary's Name. And Date of the report.
- On the lines provided state the activities in which your club are participating in.  
For each major category provide amounts donated to charitable causes and an estimate of the volunteer service hours, Any time spent working a Meeting, before and after, drive time, and Computer time. With the number of hours multiplied by number of members participating in project, meetings, etc.
- Copy of form is located at: <http://lions2s2.org/car20032004.htm>
- Mail, E-Mail or FAX the form by the end of the current month to:

**Lions District 2-S2  
Newsletter Editor/Webmaster  
Lion Terry S. Landers  
2015 Crestdale Dr.  
Houston, TX 77080-5303  
Phone: 713-461-7086  
Fax: 713-827-8130  
e-mail: [tlanders@houston.rr.com](mailto:tlanders@houston.rr.com)**

- The District Newsletter Editor will post your Activities, and information in the Newsletter.
- Your club's report will help to complete a picture of District Lions activities. These reports will also provide you with a ready resource for your end of year filling of the Annual International Activities Report (Form A-I).

This is a District 2-S2 Report and is to be completed each month and a copy mailed, These monthly reports will be useful in completing your Annual lions Club Activities Report, by June 30. Detailed instructions for this Report are being mailed to the club secretaries by Lions International.

# CLUB ACTIVITIES REPORT

PLEASE **PRINT** OR TYPE ALL INFORMATION

CLUB NAME \_\_\_\_\_

CLUB ACTIVITIES REPORT FOR THE MONTH OF \_\_\_\_\_

**THIS FORM MUST BE SENT IN BEFORE THE 10th OF EACH MONTH.**

EITHER BY MAIL, FAX OR E-MAIL TO: Lion Terry Landers, 2015 Crestdale, Houston TX 77080

713-827-8130 FAX tlanders@houston.rr.com

**UPCOMING FUNDRAISERS AND EVENTS:** \_\_\_\_\_

(INCLUDE DATES AND TIME AND LOCATION) \_\_\_\_\_

\_\_\_\_\_

**PROGRAMS:** \_\_\_\_\_

\_\_\_\_\_

**LIONS CLUBS YOUR MEMBERS VISITED:** \_\_\_\_\_

\_\_\_\_\_

**OUT OF DISTRICT VISITS:** \_\_\_\_\_

\_\_\_\_\_

**USED EYE GLASSES COLLECTED:** \_\_\_\_\_

**EYE EXAMS AND EYE GLASSES DONATED:** \_\_\_\_\_

\_\_\_\_\_

**TEXAS LIONS CAMPER APPLICATIONS:** \_\_\_\_\_

\_\_\_\_\_

**OTHER EVENTS ATTENDED:** \_\_\_\_\_

**TOTAL HOURS GIVEN TOWARDS LIONISM:** \_\_\_\_\_

(ROUND UP TO FULL HOUR)

**PLEASE REMEMBER EITHER PRINT OR TYPE THE INFORMATION,**

**ALSO JUST PLACING A NUMBER TELLS NOTHING..**

**OTHER LIONS CLUBS WANT TO KNOW WHAT YOUR CLUB IS DOING.**

**THIS WAY YOU CAN SEE IF YOUR CLUB CAN DO MORE OR EVEN HELP WITH OTHER**

**LIONS CLUBS PROJECTS ...**

**THERE IS NOW A ON-LINE CAR FORMAT [www.lions2s2.org](http://www.lions2s2.org)**



## THIS IS YOUR 2002-2003 LIONS CLUB'S OFFICER REPORTING FORM FOR YOUR DISTRICT GOVERNOR

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

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB
		<b>2-S2</b>	

(PLEASE INDICATE DAY, WEEK & HOUR OF MEETING)

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

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

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

Please check box if above address is permanent address for club

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

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

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



**SUPPLEMENT TO YOUR PU-101 LIONS CLUB'S OFFICER REPORTING FORM**

Lion Secretary:

The Standard Form Lions Club Constitution and By-Laws was changed to encourage the election of a three-member membership committee. To make the change, you have your nominating committee select a slate of three experienced Lions to serve during the first Lions' year, whereby the member of the membership committee will serve for three years, the vice chairman would serve for two years and the chairman and membership director serving on the club's board of directors will hold the position for one year. Thereafter one new member would be elected each year and the other two would step up to the positions of vice chairman and chairman and membership director, respectively. In other words, the member elected for three years will begin in the position of member of the membership committee, in the second year he or she advances to vice chairman and in the third year becomes chairman and membership director serving on the club's board of directors.

Please indicate below their names and addresses. \*Member numbers are indicated on your semi-annual per capita.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB	
Chairman and membership director NAME			SPOUSE: NAME	Member Number*
STREET OR BOX NUMBER				HOME PHONE NO. ( ) Area Code
CITY, PROVINCE OR STATE				BUSINESS PHONE ( ) Area Code
COUNTRY AND ZIP CODE				
Vice chairman of the membership committee NAME			SPOUSE: NAME	Member Number*
STREET OR BOX NUMBER				HOME PHONE NO. ( ) Area Code
CITY, PROVINCE OR STATE				BUSINESS PHONE ( ) Area Code
COUNTRY AND ZIP CODE				
Member of the membership committee NAME			SPOUSE: NAME	Member Number*
STREET OR BOX NUMBER				HOME PHONE NO. ( ) Area Code
CITY, PROVINCE OR STATE				BUSINESS PHONE ( ) Area Code
COUNTRY AND ZIP CODE				

Please return this form, duly completed, along with the PU-101 Lions Club's Officer Reporting Form in the self-addressed envelope enclosed.

**LIONS CLUBS INTERNATIONAL**

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

PU-101-M 32,500 6-82

# **CHAPTER VII**

## **The Lion Leader**

## **AS A LIONS CLUB LEADER YOU SHOULD:**

- HAVE A BIAS FOR ACTION;
- HAVE GOOD ORGANIZATIONAL SKILLS;
- KNOW HOW TO COMMUNICATE IDEAS AND CONCEPTS TO A VARIETY OF PEOPLE;
- DRAW UPON YOUR BACKGROUND WHEN MAKING DECISIONS
- MAINTAIN OBJECTIVITY AT ALL TIMES;
- DEVOTE TIME AND ENERGY TO YOUR COMMITTED ACTIVITIES;
- HAVE A KEEN INSIGHT INTO PEOPLE AND PROBLEMS;
- HAVE THE RESPECT OF YOUR ASSOCIATES;
- BE A TEAM PLAYER;
- UNDERSTAND THE ART OF COMPROMISE;
- TAKE ACTION -EVEN ON CONTROVERSIAL ISSUES; AND
- HAVE THE ABILITY TO INSPIRE AND ENCOURAGE FREE EXPRESSION OF IDEAS, OPINIONS AND RECOMMENDATIONS.

## **A LIONS CLUB LEADER WILL:**

- START AND END MEETINGS ON TIME;
- ALLOW TIME FOR MEMBERS TO GET ACQUAINTED;
- MAKE INITIAL PRESENTATIONS ON PROJECTS AND ACTIVITIES;
- EXPLAIN CLUB OBJECTIVES AND COMMUNICATE NEEDS IN RELATION TO THE PROJECTS AND ACTIVITIES;
- STIMULATE GROUP THINKING AND ENCOURAGE GROUP DISCUSSION;
- SERVE AS A GUIDE IN DISCUSSIONS;
- SUMMARIZE DISCUSSIONS AND DECISIONS WITH AN OBJECTIVE EYE;
- KEEP DISCUSSION MOVING TO A LOGICAL CONCLUSION;
- OBSERVE CLUB MEMBERS WITH AN EYE TOWARD RECOMMENDING FUTURE LEADERSHIP ROLES;
- SUMMARIZE THE MEETING AT ITS CONCLUSION AND REVIEW NEEDED ACTION; AND
- MAKE REPORTS AND WORK THROUGH THE BOARD OF DIRECTORS.

## HOW TO BUILD A TEAM OF LIONS

Keep in mind that a Lion "Team" is often put together only for a specific task and that its leader will serve more as a "coach". Here are some guidelines for building and maintaining the team.

**A GOAL** - Make sure it is a team goal and that everyone clearly understands it.

**ROLES** - Give each member a specific responsibility. Make sure the member understands it. If necessary, supply training for it.

**SUPPORT** - Encourage mutual support. Explain how different members should specifically cooperate at different times. In your deeds more than words, show your Lions how the individual can enjoy more success when the team succeeds.

**TRAINING** - Train, educate, practice for the team's task. Teach everyone the rules.

**RELATIONSHIPS** - Instill the message that everyone on your team has equal status even though one member's role may be more critical for the outcome.

**FLEXIBILITY** - Group dynamics will be continually changing the nature of your group. Stay flexible and, whenever necessary, regroup your team to face the present situation.

**COMMUNICATION** - Encourage thorough communication between all team members.

**INDIVIDUAL NEEDS** - Take time to deal with these and with tensions. Don't make it all work and no play!

**OPENESS** - Encourage an open exchange of ideas and feelings. Encourage both agreement and disagreement.

## INCREASING CLOSENESS AMONG MEMBERS

**SATISFACTION** - Look for ways to increase the satisfaction the team gets from what it is doing.

**REWARDS** - Recognize contributions individual members make toward the team's goal.

**PRESTIGE** - Look for ways to increase your Lion's prestige.

**INTERACTION** - Find ways to increase interaction between your team members.

**CELEBRATE YOUR SUCCESS!** - Your team deserves this. You also might want to celebrate the progress of your success at, say the halfway mark. This will help to build up any sagging morale.

## WHAT GOES INTO A GOOD PLAN?

**THE GOAL** - What do you want to accomplish? The goal can be optimistic but must always be realistic, that is obtainable.

**THE DATES YOU WILL START AND REACH YOUR GOAL** - Experience shows this helps to prime our motivation and commitment.

**THE TASKS NECESSARY TO REACH YOUR GOAL** - Only by listing all these tasks in chronological sequence, each with “start” and “complete” date, can a leader know all that his project will entail

**REQUIRED RESOURCES** - Who and what do you need to carry out this plan ?

**BUDGET** - How much is everything going to cost? Don't do any “wishful thinking” about costs. Better to plan on the high side and trim off the excess fat than to be suddenly caught in a deficit.

**A LIST OF ANTICIPATED PROBLEMS AND THEIR LIKELY SOLUTIONS** - Tell your fellow Lions. This is essential. Be prepared!

**SIGNS OF PROGRESS** - How do you know for a fact that you are making progress? Don't allow overconfidence or lack of discipline to prevent you from regularly monitoring your plan. This way you can spot and correct trouble before it jeopardizes the entire project.

**A WAY TO EVALUATE THE END RESULT**- Just how successful was it? What can we do even better next time? Or, in that rare case, what went wrong? Why?

## **CHAPTER VIII**

### ***Lions Club Membership***

# LIONS CLUB MEMBERSHIP CONDENSED FACTS

**ALL THE FOLLOWING MEMBERSHIPS REQUIRE BOD APPROVAL:**

**ACTIVE:** A member entitled to all rights and privileges and subject to all obligations Lion membership implies.

**MEMBER AT LARGE:** A temporary status given members who are unable to attend due to illness, temporary move from community or other legitimate reason. The BOD reviews them on a six- month basis.

**HONORARY:** An individual not a member of the conferring Lions Club, having performed outstanding service to the community or the Lions Club, upon whom the club desires to confer special distinction. The club pays entrance fees and International and District dues.

**PRIVILEGED:** A member of the club who has been a Lion for 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reason must relinquish Active membership.

**LIFE:** A member with 20 or more years of outstanding membership, or a member with 15 years and is 70+years old, or any member critically ill may be granted Life Membership. Three hundred dollars (\$300) is paid to LCI in lieu of future LCI dues. **ASSOCIATE:** Primary membership is held in another Lions Club but resides in the conferring club's community. They are not reported on member/activity reports. **AFFILIATE:** A quality individual of the community who is currently not able to fully participate as an Active Member but desires to support and be affiliated with the club.

The following table shows a comparison of various member rights, privileges, and obligations. Naturally, all members are required to follow the Lions Club's Motto, Purposes, and Objectives:

Member Types vs. Rights, Privileges and Obligations

Type	Hold Office	Vote	Total Dues	Partial Dues	Attend Meetings	Represent Club
<b>Active</b>	X	X	X		X	X
<b>MAL</b>				X		
<b>Honorary</b>				X		
<b>Privileged</b>		X		X	X	
<b>Life</b>	X	X		X	X	X
<b>Associate</b>		X		X	X	
<b>Affiliate</b>		X	X		X	

Total Dues: **Includes International, District and Club**

Partial Dues: **Includes International, District and a reduced Club portion.**

Exceptions: **Life members pay no International dues. Affiliate members may pay total dues.**

# **CHAPTER IX**

## **Parliamentary Procedures & Protocol**

# PARLIAMENTARY PROCEDURES (A SUMMARY)

## FUNDAMENTALS OF PARLIAMENTARY LAW

- Justice and courtesy for all.
- Do only one thing at a time.
- The majority rules.
- The minority must be heard.
- The purpose is to facilitate action, not obstruct it.

### REMINDERS FOR THE PRESIDING OFFICER

- Correct procedures should always be your goal.
- In dealing with motions and amendments, always state the exact wording. Ask the Secretary to read it if you forgot how it was phrased.
- Discussion is not in order until the motion has been stated by the Chairman.
- The Chairman does not enter into the discussion while presiding. As a member of the Board he is entitled to his vote.
- Always indicate clearly how a vote is to be taken. Never call for the “usual sign”.
- Always call for the negative vote saying, “Those opposed say NO.”
- Adoption or an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
- Better say; “The motion is out of order than “The Lion is out of order.”

### PURPOSE OF MOTION

- A Main Motion brings before the Board or Membership for consideration.
- Subsidiary Motions are for the purpose of modifying or dispensing with the Main Motion under consideration.
- Privileged Motions have no connection with the Main Motions, but are of such importance as to demand immediate consideration.
- Incidental Motions are those miscellaneous motions that cannot be placed in any of the three groups listed above.

**For further reference of Parliamentary Procedures see: “Roberts Rules or Order”, the Club and the International Constitution and By Laws.**

## CLUB PROTOCOL FOR THE DISTRICT GOVERNOR'S VISIT

- No other program should be planned. The Governor is the speaker.
- Address the Governor by Title.
- The President should greet the Governor at the Club Meeting.
- The Senior Cabinet member present should introduce the Governor. However, the President should introduce the Senior Cabinet Member. If no Cabinet Member is present, the President should make the introduction.
- Arrange time before the meeting for the Governor to meet Club Members. Introduce the Governor to all members individually.
- International requires the Governor to meet with the Club Board of Directors; arrange this after the meeting.
- It is appropriate for the Club to invite the Region Chairman and the Zone Chairman to this meeting. Spouses are permitted.
- As a courtesy to the office, members should rise and applaud at the beginning of the Governor's presentation.
- Notify the Governor, if the Club desires the Governor to induct new members.
- If the meeting is a spouse's night, notify the Governor.
- Have local media coverage if possible.
- Seat the Governor at the Head Table.
- The order of seating, if present, is as follows:

### AUDIENCE

Club Secy	Club 3 <sup>rd</sup> VP	Club 2 <sup>nd</sup> VP	Club 1 <sup>st</sup> VP	Club President.	<b>PODIUM</b>	District Governor.	Reg. Chair	Zone Chair	Other Cabinet Members
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# **CHAPTER X**

## **Evaluation of this Manual & Training**

