LIONS CLUBS INTERNATIONAL
DISTRICT 201 Q2

MANUAL FOR
LIONS CLUB SECRETARY

2019 – 2020

“PRIDE IN SERVICE”
A Message from Lion Gary Young Your District Governor

Congratulations on accepting the position of Club Secretary of your club for the 2019 – 2020 Lions year.

The position of Secretary is a very important position within your club, and the efficiency by which you undertake your duties will very much determine the success of your Club’s year.

You shall maintain all Club records, including minutes of meetings, membership records and all club correspondence and also be the club’s liaison officer. You will work very closely beside your Club President in pursuance of his / her programs.

Regular communications between yourself and other members of your club executive is essential for effective handling of all important Club matters and this in turn will ensure that both Board and club meetings are well structured and all members receive essential information about Lions and community events.

I am very pleased to be able to assist your journey with the Secretary’s manual, as a comprehensive reference source, following on from appropriate training.

More information and resources are available in order to help assist you. Please make sure you use all at your disposal during your year. Your President along with your Treasure have also been provided with reference manuals to assist in their roles.

My theme for this year is – “Pride in Service”

Please also remember that myself, your Zone Chair along with my fellow cabinet officers are there to support and assist you. Please contact us at anytime.

I wish you a successful, rewarding and enjoyable year.

Gary Young
District Governor
201Q2
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THE CLUB SECRETARY – BACKGROUND.

1A INTRODUCTION

This book is compiled to assist you the Club Secretary in the efficient execution of your duties, for he/she is without a doubt have the most demanding position at club level. Clerical skills are an advantage, for letters need to be correctly written and knowledge of simple filling is useful. Accurate minutes of each meeting must be prepared and correspondence both in, out and electronic must be attended to. After the first dinner meeting of each month there is the Monthly Membership Report and the Monthly Activity Report to be completed. There are other responsibilities also, like updating the member’s records.

Time is always a first concern when one is asked to take a new position. Being Secretary may involve a lot of time each month, depending on the size and structure of your club.

Learning **patience** and training your club members to be more supportive takes a little longer.

**I HIGHLY RECOMMEND THAT ALL INCOMING SECRETARIES ATTEND THE CLUB OFFICER WORKSHOP EACH YEAR CONDUCTED BY YOUR DISTRICT.**

If for some reason you are unable to attend this workshop or you need further information, please by all means contact your Cabinet Secretary as he/she is there like the rest of us to help.

1B Duties of the Club Secretary.

Under supervision and direction of the President and Board of Directors, the Secretary is the Liaison Officer between the Club, District and our International Association.

The Secretary shall keep and maintain the general club records, including records of minutes of regular and board meetings: plus members records (eg meeting attendance, committee appointments, record of service and most importantly changes of addresses, email addresses and telephone numbers).

All such records must be kept up to date.

Minutes: Minutes of all meetings must be a true record of proceedings. They should include details of meeting location, time, attendees, apologies, details of reports and wording of motions as they were moved, details of proposer and seconder and the voting result. Any debate that occurs on a motion only needs to be summarised. It is useful to have motions presented to the secretary in writing, so that the detail can be accurately recorded.

Clubs have become incorporated to protect the members from litigation, but this could be in vain if club minutes are not recorded correctly. For insurance purposes, full details of projects must be recorded and attendees listed in the minutes.

It is essential that the Treasurer’s financial statements be attached to the minutes, with each cheque number, amount, payee and purpose recorded in the minutes.
1C Responsibilities of the Secretary.

1. Arrange for a take-over on July 1st, when the Club Secretary Records become your responsibility.
2. Consult with your new Club President regarding plans, projects, program and committees: and prepare a Club Calendar of Events for the year.
3. Investigate the Club’s legal responsibilities – Auditor, Annual General Meeting, Charities Act, GST and the requirements of Incorporation.
4. Maintain familiarity with the Club Constitution and Policy Minutes, as well as a ruling may be required at a meeting. The District Constitution and By-Laws Chairperson is available for an interpretation or ruling on constitutional matters.
5. Refer regularly to this book, the Multiple District Administrative manual, the International Association of Lions Clubs Constitution and By-Laws, the District Constitution and By-Laws, and the International Club Officers manual.
6. All emails and ordinary mail received on behalf of the club should be treated as correspondence, open upon receipt and precis the contents. Discuss all but routine correspondence with the President, forward copies of emails or letters to the appropriate Vice President or Committee Chairperson as directed by your President. Ensure that emails or email addressed to Club Officers care of the club is delivered as soon as possible.
7. Submit reports containing such information as may be called for on blanks provided by the District, the International Association, or by Statutory Regulation.
8. Ensure that the Monthly Membership Report and the International Monthly Activity Reports are completed each month on line.
9. Copy members regularly with full membership detail for correction and update (address, email, home and Mob. phone numbers), and record those changes in your Monthly Membership Report.
10. Transferring members in and out of your club must be completed on your Monthly Membership Report.
11. As the Club Secretary you are required, along with your Club President, to attend the District Governor’s advisory Zone committee meetings.
12. It is advisable to have at club meetings: the secretary record book, club bannerettes, guest speaker certificates, temporary name badges, board and club minutes, club constitution and policy minutes.
13. Apply for club awards as members qualify, and arrange with the President for presentation.
14. Maintain a stock of uniforms, membership kits, appreciation certificates etc. as available on order from the Lions Multiple District Office, online or from Locked Mail Bag 2000, Newcastle NSW 2300.
15. Complete and return all District and Multiple District convention delegate and registration forms etc. by the due date, even if a NIL report. Include on the District and Multiple District Remembrance Ceremony return forms the names of those members who have passed away since the last return was completed for that convention.
16. Advise the Cabinet Secretary/District Almoner by phone or email of the deceased members (with next-of-kin name and address) for a card to be organised.
17. Ensure that the PU101 Form (to be completed immediately after the election of club officers) is forwarded to the Cabinet Secretary on time, to ensure that your clubs detail is correctly recorded in the Multiple District Directories.
1D Secretary’s Information

A Secretaries manual is provided by District and extra information is available on the LCI, MD and District websites.

New Members

New Member Kits:

The club should always carry new member kits and Lions lapel badges in stock, to be ready for presentation to each new member at the induction ceremony.

Orders can be placed with Multiple District Office in Newcastle for both kits and badges.

Ensure that the Membership Certificate in the kit is current, and has been neatly filled out and signed before presentation. Report all new members correctly on the next Monthly Membership Report.

Dinner Badges:

At present there a number of licensed suppliers of Lions dinner badges.

These include:- Patrick Australia Pty Ltd: 84 Leveson Street, North Melbourne VIC 3051.

Fax :- 03 9326 5010

July 2019
• **New President and Board** take over (4 July)
• **Financial records** for previous year to be handed to Auditor
• **Invoices** sent to club members for 6 monthly (or 12 monthly) dues
• **Change Bank Signatories to new executive**
• **Payment of Lions International Dues** – Cheque made out to LCI but posted to District Treasurer
• **Payment of Multi District / District Dues** to District Treasure – from Activity and Admin. Accounts, as per invoice
• **Monthly Membership Report** (or Nil Changes Report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary
• **Club Activities Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary
• **Check you have received Incorporation return forms for the Office of Fair Trading for the 2019/20 year**
• **Notice of Motions of Projects in the hands of the Cab. Sec before 06 July**

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**August 2019**
Lions Club Secretary Manual 2019-2020 “Pride In Service”

- **Complete Monthly Membership Reports** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **President, Secretary, Treasure, Membership Officer** and any other member wishing to attend the first Zone Advisory Meeting when convened by the Zone Chairperson.
- **Reminder** – International and District Dues to be paid no later than end of month.
- **Plan for District Convention.** Have you registered and booked accommodation in Mareeba.
- **Have you placed an order for Xmas Cakes?**
- **The Club should be planning a Membership drive.**
- **District Cabinet Meeting**
- **Notice of Motions other than Projects as well as DG, 1VDJ and 2VDG nominations in the hands of the Cab. Sec before 05 Aug. 2019**

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September 2019

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Please return** Delegates & Alternates and Remembrance Forms for the District Convention to the Cabinet Secretary
- **Ensure** your club’s last year’s Annual Financial Report and Returns have been sent to the Department of Fair Trading

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October 2019

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Membership Development**: Will your club increase its membership? Does your club have a Club Care Program?
- **Q2 District Convention** Mareeba 4th – 6th

Oct-19

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November 2019

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **President, Secretary, Treasure** and any member wishing to attend the second Zone Advisory when convened by Zone Chairperson.
- **Notify** other clubs of your Xmas Break up gatherings.
- **Review** your Xmas Cakes project to ensure members have good outlets and that your final orders are placed before it is too late
- **Q2 District Cabinet Meeting**

Nov-19

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December 2019

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Xmas Breakup Gatherings.**

If you as a club secretary will be on holidays during December or January, arrange a reliable member to send your club’s reports to the Cabinet Secretary. These reports are still required.

Dec-19

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January 2020

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.

- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.

- **Dues**: The second Semi-annual International and District Dues will be received this month, keep a copy of these statements and ensure your Treasure pays these immediately, have them ratified at the next Board Meeting.

- **In co-operation** with your Club Treasure, send members their accounts for half yearly Dues.

- **President** to appoint Nominations Committee (more than 2 members).

- **Youth of the Year** is your club organised?

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Australia Day Holiday
February 2020

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.

- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.

- Advise the members of the date and place of the Nominations Meeting in writing, at least 2 weeks prior to holding such meeting

- Advise President, Secretary, Treasure, Membership Officer and any other member wishing to attend the 3rd District Governor’s Advisory meeting when convened by the Zone Chairperson

- Ensure that the International and District Dues have been paid

- Plan for the MD Convention Adelaide Select Club Delegates

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March 2020

- **Monthly Membership and Club Activities Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.

- **Ensure that the Club Election** is held and that the District PU-101 form is submitted to the Cabinet Secretary by 30 March 2020

- **Complete new club officers on the LCI site electronically**

- **Ensure** that the Board of Directors gives consideration to:
  - Date of Installation (Changeover) night and the appointment of an Installing Officer
  - **Order any club awards** as indicated by the President for the installation night. Use order form for Newcastle Office or shop online at [www.lionsclubs.org.au](http://www.lionsclubs.org.au)

- **Check date of Incoming Officers Seminar** and ensure that your new Club Officers are available to attend

- **Advise the Cabinet Secretary** of names of Multiple District Convention Delegates and Alternates, Deceased Lions, Lionesses, Leos and members Partners using forms in this manual by 31st March 2020

- **Q2 Cabinet Meeting**

Mar-20

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PU 101 to Cab. Sec by this date

**April 2020**

- Monthly Membership Report (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- Club Activity Report to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- Have you sent your PU-101 form to the Cabinet Secretary?
- Have you completed new club officers on the LCI site electronically?
- Have you arranged for your new incoming Club Officers to attend the Club Officer Training Seminar?

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May 2020

- Monthly Membership Report (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- Club Activity Report to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- MD Convention held
- Incoming Club Officers attend training seminars arranged by District
- ENSURE YOUR CLUB PRESIDENT, SECRETARY, TREASURE AND MEMBERSHIP OFFICER HAVE SOME TRAINING TIME WITH YOUR NEW PRESIDENT, SECRETARY, TREASURE AND MEMBERSHIP OFFICER YOUR CLUB’S PROCEDURES ARE UNIQUE

May-20

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June 2020

- **Monthly Membership Report** (or Nil Change report) to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Club Activity Report** to be entered on MY LCI or sent to Zone Chairperson and District Secretary.
- **Finalise club** books filing and membership records are complete ready to hand over to the new Secretary.
- **Hold Handover function** (if desired)
- **Q2 Cabinet and Shadow Cabinet Meeting**

Jun-20

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Dear Secretary

This form is used to report details to the Cabinet Secretary of your newly elected Club Officers. The Cabinet Secretary will pass this information on to the national Office in Newcastle, and to Lions Clubs International headquarters in Oak Brook. This form is EXTREMELY important since all communication you receive during your new executive’s term of office will be based on the information you provide below. Please check the information for accuracy and note clearly any alterations. Additional information requested should be TYPED in the space provided. If you are not absolutely sure of any piece of information, please check with the person concerned before completing the form and post/email IMMEDIATELY following your election of officers to reach the Cabinet Secretary no later than 30 March 2020.
MEETING TIME AND PLACE:

If your club meets alternant weeks (rather than twice monthly) please provide the date of the first meeting after 30th June.

Club Email Address

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<th>PRESIDENT</th>
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<th>GIVEN NAME</th>
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1C DISTRICT ORGANISATION

**District Cabinet:** As required by the Lions Clubs International constitution, each District must organise a District Cabinet consisting of the District Governor as Chairperson, the Immediate Past District Governor, 1st and 2nd Vice District Governors, and the following who shall be appointed by the District Governor: -

- Cabinet Secretary
- Cabinet Treasure
- Zone Chairperson
- Such other District Chairpersons as the District Governor may require.

The District Cabinet usually meets four times each year.

District Officers are available to advise and assist clubs on any matter related to their specific portfolio. Clubs wishing to learn more about a particular topic may invite the appropriate chairperson to a club meeting and take advantage of their experience and expertise.

Districts are divided for administration purposes into a number of Zones, each presided over by a Zone Chairperson respectively.

Duties of the Zone Chairperson are defined in the Lions Clubs International By-Laws. The Zone Chairperson is there to advise and help – Do not hesitate to call on them. They are required to make an official visit to your club during their term of office, and it is expected that they will be the guest speaker on such occasion. They are also expected to visit your club on other occasions during the year such as the District Governor’s visit.

**Zone Advisory Meetings:** The purpose of Zone Advisory Meetings is to discuss matters of mutual interest to the clubs in each zone, and to provide an opportunity for clubs to have an input to the District Cabinet meeting by way of comment, criticism or recommendation. It is normal to hold up to four Zone Advisory Meetings during the year.

The President, Secretary, Treasure and Membership Committee Chairperson of each club are expected to attend these meetings, with other club members being welcome and encouraged to attend.

**Cabinet Secretary and Cabinet Treasure:** The duty of a Cabinet Secretary and Cabinet Treasure is to provide an administrative role to the District Governor and Cabinet, under supervision of the District Governor.

- **Cabinet Secretary** is responsible to receive and deal with all District correspondence; check and submit Monthly Membership and other reports to Lions Clubs International; prepare notices to Cabinet Officers and Clubs; circulate Motions and Register Delegates to District and Multiple District Conventions; record minutes of Convention and Cabinet meetings; and generally be available to advise on Lion matters.

- **The Cabinet Treasurer** acts as the financial advisor to the District Governor and Cabinet, and is available to inform and assist Club Treasurers. He/she prepares the District budget, receives and banks monies from clubs and other sources, makes payments, and keeps up-to-date financial records.
**District Chairperson :-**

The District Cabinet includes such District Chairpersons as the District Governor may appoint. Subject to supervision by the District Governor, the District Chairperson shall perform functions as may be required of them by provision of the respective constitutions, by-laws and policies of the International Board of Directors.

The duties of District Chairperson are generally to be responsible for specific administrative or fund-raising activities within the District (e.g., Xmas Cakes, Environment, Extension, Insurance, LCIF, Lions Mints, Membership, Retention, Youth Services, etc.) and to act as co-ordinator between club level activities and District, State or Multiple District levels.

District Chairpersons will correspond with each club from time to time, and will welcome the opportunity to address a meeting of your club.

Do not hesitate to contact them if they can help you in any way.

**DISTRICT GOVERNOR’S OFFICIAL CLUB VISIT.**

The District and their partner or their representative will visit each club at least once during the year. On that occasion they will be guests of the club, and no other guest speaker is to be arranged. The District Governor may wish to meet with the Board of Directors for a short time prior to the meeting.

The Governor may be accompanied by the Cabinet Secretary and/or one or more District Officers, one of whom should be asked to officially introduce the District Governor and their partner. After an address at the dinner meeting, the District Governor would be available to answer questions from member. He/she will present a personal bannerette and the club is therefore asked to have a Club bannerette available for exchange.

The District Governor will also be available to induct any new member, present awards and any other special awards the club would like to present.
2019-2020 DISTRICT GOVERNOR’S CONTEST RULES

- All clubs are automatically entered into the contest.
- The winner will be the club gaining the highest points.
- Prizes will be awarded at the 2020 District Convention.
- In the case of a tie, a prize will be awarded to each club.
- Leo and Lioness Clubs will complete for District Trophies and these will be scored by the District Governor and the respective Chairperson.

Points Calculation:

- Attendance by incoming Club President, Secretary, Treasure and Club Membership Officer 50/Officer.
- Attendance by Club President, Secretary, Treasure and Membership Officer (or their representative) at Zone meetings 50/officer.
- District Dues paid on time 100
- International Dues paid on time 100
- New Member Reports (per member) 50
- Reinstated Members Report (per member) 50
- Transferred Members Report (per member) 25
- Active New Club Sponsor (Lions, Leos, Lioness) 100
- Monthly Reports received before end of each month 100
- Club Bulletin received each month 50

DONATIONS OR PARTICIPATION IN THE FOLLOWING PROJECTS – 50 POINTS PER PROJECT

District :-

- District Convention
- Camp Kanga
- Children of Courage
- District Emergency Fund
- Stinger Research
- Sight Projects
- District 201Q2 Charity Quest

Multiple District :-

- Multiple District Convention
- Lions Mints
- Lions Youth Exchange
- Walk for Aussie Kids
- Great Aussie B-B-Q
- Lions Hearing Dogs
- Prostate Cancer
- Lions Medical Research Foundation
- Lions Xmas Cakes
- Lions Youth of the Year
- Australian Lions Foundation
- Australian Lions Children’s Mobility Foundation
- Children’s Cancer Institute of Australia
- Australian Lions Drug Awareness Foundation
- Lions Eye Health Program (LEHP)
International :-

International Convention                               World Service Day
World Sight Day                                        Lions Clubs International Foundation
Peace Poster Competition                                Lions World Wide Induction Day

Presentation of awards – 50 Points for any claim

Melvin Jones       ( LCIF )                             $ 1000 US
Ian M Stockdale    ( ALF )                              $ 1000 Aust.
James D Richardson ( ALF )                             $ 500   Aust.
William Tresize    ( ALF )                              $ 2000  Aust.
Ray Phippard       ( Lions Medical Research )          $ 1000  Aust.
Mary Jamieson Certificate                                ( Australian Children’s Mobility ) $ 1000  Aust.

Or any other official Lions Award

DISTRICT CONVENTION:
Convention Notices of Motion and Nominations: Notices of Motions of a project nature containing organisational and financial details MUST be received by the Cabinet Secretary at least ninety days prior to the opening day of the District Convention. Notices of Motion other than for projects, as well as various nominations (e.g., District Governor, Vice District Governors, are required to sixty days prior to the convention opening day.

A copy of all motions to be placed before convention will be received clubs at least thirty days (or forty-five days in the case of motions to establish a District Project) prior to opening day of the District Convention. These motions should be brought to the attention of the Club Board of Directors, so that the club delegates may receive direction on how to vote (in most instances however clubs allow delegates to hear the debate before making a decision).

Call for Club Delegates and Alternates: The International Constitution states:

Each charter club in good standing in the Association and its District (Single or Sub-and Multiple) shall be entitled in each annual convention of its District (Single or Sub- and Multiple) to (1) delegate and (1) alternate for each ten (10) members, who have been enrolled for at least one year and one day in a club, or major fraction thereof, of said club as shown by the records of the International Office of the first day of the month last preceding that month during which the convention is held, PROVIDED, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate, and FURTHER PROVIDE, that each District (Single or Sub- and Multiple) may, by express provision in its respective Constitution and By-Laws, grant full delegate status to each Past District Governor who is a member of a club in such District independent of the club delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this Section shall be five (5) or more members. Any club which is newly chartered, and any other chartered club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members who have been enrolled for at least one year and one day in the club shown on such record date in the records of the International Office. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification.

EG:- For an October convention, the number of Delegates and Alternates would be based on the club membership in the records of the International Office as at 1st September. Since the September Membership reports are not entered to the computer at Oakbrook until after this date, and this is the information as shown by the records of the International Office.

Remembrance Ceremony: At the same time as the call for delegates and alternates is requested, the Cabinet Secretary will request details of Lions, Leos, Lioness and partners who have passed away since the last District Convention. (sample copies included)

Multiple District Convention: The same rules apply for a Multiple District Convention as for a District Convention. The main difference is that Notices of Motion of a project nature close on December 31st, regardless of the Convention date. The same rules apply for the determination of delegates and alternates.

It should be noted that each club must be financial for eligible delegates to vote at a District or Multiple District Convention.

District Convention:--
Notice of Delegates and Alternates for District Convention 2019

Please return no later than 04 September 2019

Your club is entitled to send Delegates and Alternate Delegates to the District Convention to be held at Mareeba – 4, 5, 6, October 2019

The number of such Delegates and Alternates is determined by Article VIII Section (2) of the Lions Club Constitution and By-Laws. Which state in part “ one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and one day in this club, or major fraction thereof, of this club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate”.

Please complete the form below with the names of Delegates, Alternates and Past District Governors who will be representing your club at the Convention

Lions Club of: ……………………………………………………………………………………………………………………………………………..

Club Membership: …………………….  No. of Delegates : …………………  No. of Alternates: …………………

Delegates

1 …………………………………………………….
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Alternates

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Past District Governors who are members of your club.

1 …………………………………………………….
3 …………………………………………………….

I hereby certify that the above details are correct.

Signed ……………………………..  Date …………………………………

Print Name ……………………………

Club Secretary

Please return form to

Cabinet Secretary Norm McMullen

Email: normankaren@gmail.com
DISTRICT CONVENTION

Mareeba – 4, 5, 6, October 2019

Remembrance Service Form

Please return no later than ???

Dear Lion/Leo/Lioness Secretary

Each year at the District Convention, we pause to honour and remember those members of our Lions family who have passed away since the previous District Convention in October 2019. I would request that you complete the details on the below form and return to me by the above date, along with a brief history of the person and any further members who passed away can be added if required at a later date.

IF YOU HAVE NO DECEASED MEMBERS OR PARTNERS PLEASE SUBMIT A “NIL” RETURN.

Please indicate, in the space provided against the name, whether the person was a Lion, Leo, Lioness or a partner of a Lion, Leo or Lioness.

Club ..............................................................................................................................................................................................................
Surname                                                                 First Name                                                                                       Lion, Leo, Lioness or partner
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I hereby certify that the above details are correct.

Signed: ......................................................... Date: .................................................................

Club Secretary : Printed Name .................................................................

Cabinet Secretary  Norm McMullen

Email : normankaren@gmail.com
Club Officer Links

To save some of your time follow the below instructions to get some documents on MYLCI that maybe of some help.

**Step 1:** For Windows users: Hold down control (ctrl) and click on the following link

http://lionsclubs.org/en/resources-for-members/resources-center or

For MAC (APPLE) use open your web browser and copy the link into the search bar and press enter

**Step 2:** This page will show a “Keyword search” bar in this bar type “Leadership” and either press enter or select the word Search to the right of the bar.

**Step 3:** (This will load approximately 100 resources feel free to have a browse through these at any time). Scroll to the bottom of the page until you see <1/7> click on the > twice until you get to page <3/7>.

On this page scroll down until you see:

- **Club President Leader and Manager Webinar Workbook** click View this will download the PDF file resource which may offer more explanations for you.

On this same page you will also be able to download the following resources:

- **Club Secretaries Resources Webinar Work Book**
- **Club Secretaries Resources Work Book and**
- **Club Treasurers Webinar Work Book**

These books will provide you with more information, navigating through the system can be sometimes be a bit daunting.

Additional Club resources can be found by reviewing the category index on the side of the resource centre page and select **Club Administration**.

This will take you to 4 pages of resources including Web pages and an E-Book for each of the President, Secretary, Treasure and Membership Chair positions.

If you require any help, please do not hesitate in asking. I learnt a long, long time ago there is no such thing as a stupid question so just ask

Lion Gary Young
Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration of profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my own business it is not necessary to tear down another’s; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

Lions Motto: “We Serve”

Lioness Motto: “We Serve Too”

Lions Clubs International PURPOSES

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO FUND and otherwise serve the civic, cultural, social and moral welfare of the community.

TO ASSIST financially, culturally, socially, and morally the disabled, disadvantaged and infirm of the community both directly and also indirectly.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Lions Clubs International MISSION STATEMENT
TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

The Slogan:
“LIBERTY, INTELLIGENCE, OUR NATIONS SAFETY”