

Club Secretary

A Resource Guide for Club Secretaries

GROWING TOGETHER IN MD-36



EXPAND THE HORIZON

This resource guide has been compiled in an effort to clearly outline the duties of the club secretary. It will be modified and amended as new information and/or procedures come available. If you have suggestions for improving this guide contact PDG Richard Smith at RAS39@Q.com or 541 459 3914

*February 2009
Updated May 2012
Update July 2012*

So you have been elected Club Secretary. Congratulations! It is one of the most rewarding and busy jobs in Lions. This booklet contains information that will assist you during your year.

PREPARING FOR YOUR YEAR

1. Here are some websites that will be helpful to you:

www.lionsclubs.org -Lions Club International [LCU] website
www.lionsoforegon.org -Multiple District 36 [MD-36] general website)
www.md36lionsclubs.org -Multiple District 36 [MD-36] office in Eugene website

2. Here are some acronyms and forms that you should know:

LCI – Lions Clubs International

MD 36 – Multiple District 36 (State office is in Eugene, OR - MD 36 Executive Secretary is Glynis Byerlin

WMMR or MMR – Web Monthly Membership Report or Monthly Membership Report (file monthly)

A-1 – Club Activity Report (file monthly and annually)

PU 101 – Club Officer Report Form (**file annually by May 15**)

3. If you have any questions, you will find that your Cabinet Secretary will be able to help you. You will get information from him/her throughout your year. Read what you can and be sure to pass on pertinent information to the rest of the club. You are sometimes the only officer receiving certain information.
4. Be sure to attend the Club Officer Training that will be provided by your District in the late spring or early summer or at the MD 36 convention in May.
5. Lions Clubs International (LCI) no longer sends out Secretary packets. You can download a club officers' training manual from the LCI website that will be helpful to you. Go to the LCI website, enter the Member Center, then click "Resources", then "Managing a Club". You will find lots of useful information and forms at this site.
6. Review all records and information with the outgoing Club Secretary. Make sure he/she has time to get them updated before giving them to you. Be sure the club membership roster is up to date. The Club Treasurer gets a list of members with the semi-annual dues statements.
7. Membership cards are now created at the Web Monthly Membership Report (WMMR) site. After logging in as Club Secretary to the WMMR, click "Club" then "Reports", then the button next to the Membership Cards and follow the instructions. You will need blank cards or cardstock for printing. Prepare membership cards and distribute for those members who have paid their dues. You will need to work with the Club Treasurer.
8. Check the member ledger to see which members have paid their dues and which haven't. You will need to send bills (the Club President and Membership Chair should know of any members who are in arrears).
9. Set up the membership ledgers for each club member so you can track their awards and activities during the year.
10. IF the club has a post office box, get a key so you can pick up the mail, or know who is getting it. All information for the club officers will come to the address listed on the PU-101.

11. Remember that you can change the records for your club members any time during the year on the WMMR site. IT's good to pass around a sheet once or twice a year to affirm this information. Then, you can make the necessary changes at LCI and the MD office.
12. Check the club supplies at the LCI website so you know what is there, in case you will need something later in the year.
13. You will receive labels and information from the MD-36 office, usually in July. This info will let you know what is expected of you from the MD for the Lion year.
14. Your club will receive two MD directories each year – one for the President and one for you. They will come in the mail, usually in August.

OVERVIEW AND TIMELINE OF SECRETARIAL DUTIES

Getting Started

1. Get information from outgoing Secretary and review any outstanding issues.
2. Register at www.lionsclubs.org. Click "Submit Reports", then the Lions officer logo. On the next page, click the Lions Officer Login link to access MyLCI. This is where you will file your MMRs and other club information.
3. If you are a new Secretary, go through the MyLCI training site.
4. Check membership information to make sure it is right and make corrections on the MyLCI site. Be sure to send any corrections to the MD 36 office in Eugene.
5. Get membership cards so you can make them out as members pay their dues.
6. Make sure all officer information is correct on the club roster, LCI, and the MD/District.
7. Work with the Club President and Treasurer on the annual budget and assisting with setting up any committees or activities that is typical for the club, as appropriate.

Each Club Meeting and Board of Directors Meeting

1. Take attendance.
2. Work with President to prepare agendas.
3. Record the minutes of the meetings.
4. Get activity information from the project chairmen.
5. Give or receive and manage correspondence as it comes in.

Monthly

1. Submit the WMMR (Monthly Membership Report) on-line (paper is acceptable)
2. Submit the A-1 (Activities Report) on-line.
3. Report any membership changes to MD 36 office.
4. Keep member records up to date (attendance, offices held, committees, awards, members sponsored, etc.
5. Send out any letters or correspondence.

Quarterly

1. Attend Zone meetings with President.

Special

1. Confirm District Governor visit or other officer visit and notify club.
2. Help plan charter night or other special dinner, if appropriate.
3. Get District contests for clubs and District Activities Chairperson.
4. Look for convention registration forms in the Oregon Lion Typically two months ahead of convention and make members award.
5. Order membership chevrons for members for presentation on anniversary dates.

March/April/May

1. Elect new officers.
2. Submit Officer Reporting Form (PU-101) **by May 15.**
3. Receive information and bout MD Convention and distribute to club members.
4. Apply to LCI and District for members' awards.

End of Year

1. Check records for 100% attendance awards.
2. Check records for years of service awards to assure all have been awarded.
3. Make out new attendance record form for next year.
4. Add any other data to the on-line activity report and submit.
5. Prepare annual report of activities, donations, hours, etc. for year-end banquet or meeting.

Twice a Year

1. Confirm list of members with LCI by comparing the bi-annual dues list that is sent to the treasurer with the club records.

New Member

1. Fill out and file membership application.
2. Fill out member record.
3. Submit new member info to LCI through MMR report (*see "Monthly #1"*)

Supplies

1. Secretary orders club supplies or awards. Be sure funds are budgeted and discuss with club President and other pertinent Lions first.
2. Supplies may be ordered through LCI or the club may have a local vendor.

DUTIES AND RESPONSIBILITIES OF THE CLUB SECRETARY

As the Club Secretary, you are the Business Manager of your club. Effective communication and information sharing is important. You will work closely with the Club President and the Club Treasurer.

Meeting Agenda

Work closely with your Club President to prepare meetings agendas. Whether he/she prepares it or you do, you will often get correspondence and information that may need to be placed on the agenda.

Attendance

At the beginning of each meeting the secretary should take a roll call of all members. The roll may be taken by calling out the list of member names, quietly recording in a log those members present, or

having members check in on an attendance sheet provided each meeting. The secretary must keep an accurate log of attendance for the year.

Many clubs allow members to make up absences. When absent, members can fulfill their attendance requirements by making up the missed meeting 13 days prior to or 13 days after the missed meeting by: 1) Attending another Lions Club meeting; 2) Attending his/her home club Board meeting; 3) Attending his/her home Club standing committee meeting; 4) Attending a Lions Zone, District, State, or International meeting; or 5) Helping on a Lions club project.

A Guest Register should be used for guest speakers, prospective members, non-Lion visitors and visiting Lions to personally record their names and positions, or it could be part of the attendance sheet as described in "Attendance".

The Board of Directors may grant credit for missing a meeting for illness, military service, jury duty, elected governmental position or other statutory requirements, and occupational duties.

Meetings and Quorum

A quorum is the minimum number of members required at a meeting for the transaction of business. A quorum is the majority of club members, unless the club by-laws state otherwise. The secretary must announce whether or not a quorum exists.

The club may hold alternative meetings such as web or teleconference meetings, called by the President or three Board members.

The club may transact business by e-mail as long as no action is effective until approved in writing by 2/3 of the members of the club. Such action may be initiated by the President or three Board members.

Minutes

The Secretary records the minutes of the regular meetings and the Board of Director meetings. Many Lions like to have these in advance, so if you can e-mail them to your club members, they will likely appreciate it. Be sure to have a few extra copies at the meeting. Keep some type of ledger or folder of the meetings as these are passed onto the next Secretary and part of the club history.

The Minutes of a meeting is the record of the proceedings. These essentials are as follows:

1. The kind of meeting: "Regular, Special, or Board"
2. Name of the assembly "Lions Club of _____"
3. Date and place of meeting
4. Name of person presiding at meeting
5. Whether minutes of the previous meeting were approved
6. All motions (that were not withdrawn), their movers and whether the motions were sustained or lost
7. All points of order and appeals, whether sustained or lost
8. The time of the call to order and of adjournment

The minutes should only record what the club does, and not what members say. Therefore:

1. Debate is considered informal and not recorded
2. Generally the name of the member making a motion is recorded; the one who seconds is optional. Be sure to record that motion carried or lost.
3. When a vote is taken by ballot, the number on each side should be recorded.
4. When a roll call vote is taken, a list of names voting on each side should be recorded.

When recording and reporting the minutes, proper terminology is important:

1. Motions that are successfully voted into policy are “carried, adopted, or sustained.” Avoid using “passed.”
2. Motions that are not carried are “lost or defeated”. Avoid using “failed.”
3. Reports that are endorsed by the club are “adopted or accepted.” Avoid using “received,” which simply means read to the assembly.

KNOW YOUR FORMS

A. Monthly Membership Report (MMR or WMMR)

Completing the MMR is a very important secretarial task. It serves to keep International and your district officers informed as to your club’s membership status. Here are some tips for filing:

1. If filing paper forms, be aware that they must arrive at LCI by the 20th of each month for which they are reporting. i.e. May’s MMR **must be at LCI no later than May 20**. Any changes after mailing should go on the next month’s report.
2. The Web Monthly Membership Report (WMMR) is easy to do on line. IT must be filed by the 25th day of each month starting July 2012.
3. In the center box at the top “(D) Club Use...” tally any drops or transfers for the month. Make sure that the dropped member’s name and member number is listed in the space at the bottom of the page.
4. In the box in the upper right hand corner “Club use...”
 - a. On the first line report the members from the last MMR report. (Make sure to check that this number does agree with last month’s report.)
 - b. On line “A” indicate the number of new members. Make sure to list their name and pertinent information in the space provided in the middle of the report page.
 - c. Continue by completing the rest of the lines and make sure the line “Members at Close of Month” does represent the number of members at the close of the month.
5. In the boxes below the three membership tally boxes check the data for accuracy. Make changes there as necessary.
6. If you get stuck, call your Cabinet Secretary or LCI for help. Everyone is glad to assist.

Please note that a club cannot file future or late reports. IF a month’s report has been missed, the transaction should be included in the current month’s report.

Filing on-line: It is easy to file your WMMR on-line. You will choose your own use name and password that will be used to access the WMMR (MyLCI) program. Enter them on the logon page and follow directions. You must be listed as Club Secretary on the current Officer Reporting Form (PU-101), including your email address. LCI has a training site for this activity online. Your CABINET SECRETARY can also be a big help to you, if you need assistance. Once you file on-line, you will be hooked.

B. Club Activities Report (A-1)

The LCI Activities Report can be filed on-line monthly, then tallied at the end of the year. This saves a lot of time and year-end stress. It is a very good way to keep track of the various activities and giving done by your club. You will find the information on the LCI website. Just follow the directions. The annual summary is to be completed by July 31st of each year.

<i>The On-Line Site:</i>
<ul style="list-style-type: none">• <i>Allows a secretary to report activities monthly</i>• <i>Automatically tabulates each club's information in a summary report</i>• <i>Eliminates the need to submit a separate year-end report</i>• <i>Provides space for supplemental information about club activities</i>• <i>Allow Governors, Vice Governors and Cabinet Secretary/Treasurers to view club activities</i>• <i>Allow Club Secretaries to view other clubs and districts service activities that have been shared</i>• <i>Allows clubs to enter service goals and track their progress towards reaching the goals</i>

C. Club Officer Report Form (PU-101)

Clubs submit their officer contact information on this form annually on-line or by downloading a paper form. The information and links are found in the membership reporting areas of the LCI website. The form should be submitted by May 15th of each year, whether there is a change in officers or not. LCI requires annual confirmation of officers to keep their records current. Remember that the contact information for each officer in the membership records is what will be used for LCI and MD-36 o contact your club officers. Including current e-mail addresses will facilitate their ability to set their individual club officer passwords.

D. Club Supplies Order Form (M-74)

This form is used to order club supplies from International Headquarters. Remember to allow plenty of time for orders needed by a certain date. Only club presidents and secretaries can place orders. Clubs may place orders and download the order form through the LCI website.

Correspondence and Information

1. You will receive lots of information from LCI, the MD office, your District Cabinet Secretary and others. You will be notified about trainings, events, and meetings. Be sure to bring this information to your club President or club, as applicable.
2. Be sure to answer any required correspondence quickly. Keep a copy of all correspondence.
3. You will receive information from Oregon Lions programs such as the Oregon Lions Sight and Hearing Foundation (OLSHF), Lions VisionGift, Dogs for the Deaf, Leader Dog, Canine Companions for Independence, Camp Taloali, Dimes for Diabetes and others. These are programs that offer service to Lions around the State. Be sure to make your club aware of opportunities to assist these programs.
4. Convention registrations and ballots. You will receive information from the District convention, the MD convention and even LCI convention during your year. Each convention requires delegates for the purpose of conducting the annual business. Be sure to share this information with your club officers and members.

Members

Hopefully your club will be adding new members during your year. Be sure they fill out the membership application and the club has voted to accept them. Then, use the application to fill out the information requested by LCI on the WMMR. Also, send the information to the MD 36 office. In this way, you can be sure the new member will receive the Oregon Lion.

For new members, dues should be paid before inducting them or listing them as a new member unless other arrangements have been made. Try to have a few extra new member kits on hand so their induction will have all proper forms and pins. While it is nice to have the District Governor induct your members, it is most important to get them into the club and feeling a part, so encourage your club to do inductions of new members within a month of joining.

Be sure to keep a record of sponsoring members and report those with the new members. A new member counts towards the Sponsor's Membership Key award after the member has been there for a year and a day.

If a member transfers in or out of your club, get in contact with the club secretary of the other club to assure the transfer is done properly. This can be done on the WMMR but you need to know the name and number of the former or new club.

Membership drops should be an action of the club's Board or a request by the member. If you need to drop a member, please be sure the member agrees with this action. Contact them by telephone or e-mail first. Attendance at a meeting is not mandatory, so don't drop for that reason. IF dues aren't paid, make an effort to collect them – use alternative methods such as a monthly payment if money is tight. Be sure to let that member's sponsor know of the action as they may make some contact for you. If the member is moving, see if they want to transfer to a club in their new area.

More members means more service and our clubs need all the members they can get. As the front line for many of the members, your warm and friendly attitude may make a difference to their enjoyment of the club.

Six steps to a strong Lions Club

- 1. Have a Major Service Activity**
- 2. Have a Major Fund Raising Project**
- 3. Strong Public Relations**
- 4. Well-organized, Enjoyable Meetings**
- 5. Association spirit**
- 6. A Strong Membership Development and Retention Program**





2012-2013 CLUB EXCELLENCE AWARD APPLICATION

To qualify the club must be chartered for 6 or more months prior to the end of the fiscal year, further the objectives of the association, adhere to the association's constitution and by-laws and policies, and meet each requirements noted below during the fiscal year.

Club Number	Club Name	Date
-------------	-----------	------

2012-2013 Club Presidents' Name	Member Number
---------------------------------	---------------

☐ **CLUB IN GOOD STANDING** – International per capita taxes and new member entrance fees are paid in full and there is no outstanding balance of US\$50 or more that is ninety (90) days or more past due.

☐ **SERVICE** – The club has conducted at least three service projects. Please briefly describe the service activities that were conducted:

Date: _____ Activity: _____

Date: _____ Activity: _____

Date: _____ Activity: _____

☐ **CONTRIBUTION** – The club has made a contribution to LCIF.

☐ **MEMBERSHIP** – The club achieved a net growth in membership (including branch club members when applicable) or sponsored a new club. The new members attended an orientation and were properly inducted into the Lions club.

☐ Net Growth in Members: _____ ☐ Name of sponsored club or Branch: _____

☐ **COMMUNICATION** – The club has publicized the club's service activities to the public through local media and effectively communicated activities to club members.

Please explain briefly how the club service activities were publicized.

☐ **LEADERSHIP DEVELOPMENT** – All officer positions were filled in accordance with the constitution and by-laws by qualified Lions, a majority of the club officers participated in a leadership training program at the zone, district, multiple district or international level and the club was represented at zone meetings.

☐ **CLUB DEVELOPMENT** – The club has hosted regular and meaningful club meetings and submitted the Monthly Membership Report, the Service Activity Report, and the Club Officer Report (PU-101) in a timely manner.

Date	2012-2013 District Governor's Signature*	District
------	------------------------------------------	----------

* In undistricted areas the Coordinating Lion or Provisional Zone or Region Chairpersons should sign the completed form.

The completed form must be mailed to the English Language Department at International Headquarters, or faxed to (630) 706-9130, to arrive by September 30, 2013. Request for review of award eligibility from a disqualified club shall be considered only if received at International Headquarters within 12 months after completion of the fiscal year, provided that the original application form is already filed at International Headquarters. The award will be mailed to the 2013-2014 district governor for presentation. In undistricted areas the award will be mailed to the Coordinating Lions or directly to the 2013-2014 club president.

Categories for Activity Reports

Assistance to Individuals

- Aid to the elderly/disabled
- Aid to the vision/hearing impaired
- Aid to disadvantaged children
- Aid to homeless
- Other assistance to individuals
- Aid to military families
- Aid to disadvantaged families

Community & Cultural Activity

- Art/cultural event
- Sports/recreation event
- Facility improvement/construction
- Civic services
- Education/language/literacy
- Assistance to school
- Drug awareness
- Food bank/food distribution
- Other community & cultural activity
- Summer/recreation camp
- Social/community event
- Clothes collection
- Toy collection
- Life skills/social emotional learning
- Competition/contest

Disaster Preparedness & Relief

- Blood collection
- Shelter services
- Physical reconstruction
- Disaster preparedness planning
- Emergency health services
- Other disaster preparedness & relief
- Emergency supplies collection/distribution
- Emergency food bank/food distribution

Donations

- Donations to LCIF
- Non-LCIF donations
- Scholarships

Environmental Services

- Clean up
- Recycling
- Tree planting
- Lions International Peace Poster Contest

- Environmental awareness/education
- Water/sanitation services
- Environment preservation services
- Other environmental services

Fundraising

- Fundraising event/campaign
- Other fundraising

Health & Wellness

- Diabetes awareness/education
- Diabetes screening
- Strides Walk
- Hearing aid recycling
- Hearing screening
- Vision screening
- Hearing ear dogs
- Guide dogs
- Eyeglass recycling
- Health/support services
- Health education
- Medical mission
- Eye bank
- Other health & wellness
- Hearing awareness/education
- Sight awareness/education
- Special needs camp/event

International Relations

- Club twinning
- Other international relations

Meeting/Administrative Activities

- Meetings
- Club visitations
- Training
- Conventions & other events
- Other administrative duties

Opportunities for Youth

- Sponsorship of Leo club
- Sponsorship of boy/girl scouts troops
- Lions International Youth Exchange
- Lions International youth camp

Memb

(LAST)		(FIRST)		(MIDDLE)		(NICKNAME)	
ADDRESS						RES: ()	
Street		City		State/Zip			
NAME OF COMPANY						BUS: ()	

SEND MAIL TO: ☐ COMPANY ☐ HOME ☐ BOX _____

CLASSIFICATION _____ SPONSOR _____

BIRTHDAY _____ SPOUSE'S NAME _____

JOINED	<input type="checkbox"/> CHARTER	<input type="checkbox"/> PRIVILEGED	<input type="checkbox"/> AFFIL
_____	<input type="checkbox"/> NEW	<input type="checkbox"/> HON.	<input type="checkbox"/> ACTIVE
RPT.	<input type="checkbox"/> TRANS	<input type="checkbox"/> M. ATL.	
INTL	<input type="checkbox"/> REINST	<input type="checkbox"/> ASSOC.	

e-mail:

[illegible]

(see "Awards of Distinction" in Secretary's Section of President's Book)

Date Qualified	Date Qualified	Date Qualified	Date Qualified	Date Qualified
1	9	17	25	33
2	10	18	26	34
3	11	19	27	35
4	12	20	28	36
5	13	21	29	37
6	14	22	30	38
6	15	23	31	39
8	16	24	32	40

	New Member Sponsored	Date		New Member Sponsored	Date
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

SENIOR MASTER KEY ISSUED _____ OTHER KEYS _____

HELEN KELLER AWARD _____ MELVIN JONES FELLOW AWARD _____ OTHER _____

- ☐ 10-year Chevron
- ☐ 15-year Chevron
- ☐ 20-year Chevron
- ☐ 25-year Chevron
- ☐ 30-year Chevron
- ☐ 35-year Chevron
- ☐ 40-year Chevron
- ☐ 45-year Chevron
- ☐ 50-year Chevron

X Present
/ Absent

MEMBERS' ATTENDANCE RECORD

YEAR _____

X Make-up note NOTE: when crediting a member for making up attendance, make a cross (X) out of the absent mark and draw a square around it.

#	July	Aug	Sept	Oct	Nov	Dec	names of members	Jan	Feb	Mar	Apr	May	June	#
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
0														0
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
0														0
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
0														0
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
0														0

May 2011

SUTHERLIN

This is a sample of a WMMR as you would see it on the computer on the International website: www.lionsclubs.org. Secretaries need to create a password to use this format. They can obtain one by going to the WMMR site, and clicking on “New User? Click here to register now” and follow directions



MONTHLY MEMBERSHIP REPORT

DATE RECEIVED LIONS CLUBS 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	# MOS	CODES
PLEASE INDICATE BELOW THE NUMBER OF MEMBERS IN EACH CATEGORY.	PLEASE ENTER NUMBER OF MEMBERS DROPPED FOR EACH REASON LISTED. ONE REASON ONLY FOR EACH DROPPED NAME.	TRANSACTION CODE MEMBERS FROM LAST REPORT					X OUT OF AGREEMENT
ACTIVE _____	1. _____ REGINED IN GOOD STANDING (BUSINESS OR PERSONAL REASON)	A NEW MEMBERS (SHOWN BELOW)					ENTERED STAT RECORD
MEMBERS AT LARGE _____	2. _____ DROPPED FOR NON-PAYMENT OF DUES	B REINSTATED MEMBERS (IF DROPPED OVER 6 MONTHS ADD AS NEW)					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 NEW)					CLUB OFF
LIFE _____	4. _____ DROPPED FOR NON-ATTENDANCE AND NON-PAYMENT OF DUES	TOTAL BEFORE DEDUCTIONS					OTHER
PRIVILEGED _____	5. _____ (TRANSFERRED IN GOOD STANDING) USE TRANSFER FORM ME-20	D DROPPED FROM MEMBERSHIP LIST NAME & REASON BELOW					OTHER
ASSOCIATE _____	6. _____ MOVED (DUES UNPAID)	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 DROPS)						
	LIST ALL NAMES BELOW						

IDENT.	CLUB	NAME OF CLUB	DIST. NO.	BRANCH CLUB MEMBERS
		SECRETARY'S NAME		TOTAL: _____
		ADDRESS		LEO CLUB MEMBERS
MONTH	YEAR			TOTAL: _____
				<input type="checkbox"/> 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 INS., 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)

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

CONTINUE ADDITIONAL MEMBERSHIP ON SEPARATE SHEETS

Club President's Signature _____

FOR INTERNATIONAL USE (OAK BROOK)

You need to contact the English Language Department for hard copies of this format...or locate on LCI website: Home > Member Center > Resources > Forms (c23a.pdf)

URGENT! THIS IS YOUR 2012-2013 LIONS CLUB'S OFFICER REPORTING FORM

Lion Secretary: Use this form to report the names and addresses of your newly elected club officers to International Headquarters. This form is ***extremely important***—all communications your new officers receive during their year in office will be based on the information you provide here. **Please PRINT** the needed information on this form and return it in the enclosed self-addressed envelope, ***immediately following your club elections in April. Final deadline is May 15.*** If you fail to return this form, your new officers will not be able to receive the information and materials they will need during the coming year.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB	INTL. OFFICE USE ONLY
				LANG. COUNTRY

Your meeting place and time are indicated on the left.
If different, please indicate below.
(PLEASE INDICATE DAY, WEEK & HOUR OF MEETING)

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

MEETING PLACE _____

STREET ADDRESS _____

Club mailing address: _____

Clubs website URL: _____

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

ENTER MAILING INFORMATION IN LOCAL FORMAT.

PRESIDENT: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
SECRETARY: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
TREASURER: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
MEMBERSHIP CHAIRPERSON: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>

PU-101-EN 12/10

TRANSFER MEMBER FORM



NEW! Transfer Instructions for the Club Secretary

Responsibilities of the current club

1. Complete the "To/From" section of this form as well as your portion of this transfer form. For purposes of this form, your club will now be referred to as the "Former Lions club."
2. Drop the member using the WMMR or MMR.
3. Send a copy of this transfer form to the club the member wishes to transfer into.

Responsibilities of the new (transfer accepting) club

1. Complete your portion of the transfer form.
2. Keep a copy of the completed transfer form for your records.
3. Use either the WMMR or MMR to report the member as a transfer. If using the WMMR to report, locate the appropriate dropped member within the "transfer" section of the WMMR and transfer the person into your club. If using the MMR, report the member as a transfer into your club and send both the MMR and this form to Lions Clubs International at the address below.

TO: NAME OF NEW LIONS CLUB (if known): _____, District _____
New Lions Club ID Number _____

FROM: NAME OF FORMER LIONS CLUB: _____, District _____

We are pleased to recommend this Lion in good standing for membership into a new club.

*******FORMER LIONS CLUB SECTION*******

Full Name: _____ Spouse's Name _____

New Address: _____

Telephone: _____ Arrival date in your area: _____

A Lion since: _____

Listed as a dropped member on our MMR/WMMR for the month of: _____

Highest Chevron received: _____ Highest Membership Key awarded: _____

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

Member a Melvin Jones Fellow? Yes _____ No _____

Highest club office held: _____

Highest district office held: _____

Highest multiple district office held: _____

Highest international office held: _____

Special remarks:

Member's club service record available on request : Yes _____ No _____

Former Club Name: _____

Former Club Account Number: _____

Address: _____

District: _____ **Secretary's telephone:** _____

Date: _____

Former Club Secretary's Signature

*****NEW LIONS CLUB SECTION*****

NEW CLUB SECRETARY: Please complete this section and keep for your records.

Lion _____, a former member of
_____, District _____, was accepted as a transfer in our Lions Club
of _____, District _____ on _____ (date).

New Club Secretary's Signature:

Transfer Process Questions

For questions regarding the transfer process, contact the Membership Operations Department by e-mail at memberops@lionsclubs.org or by phone at 630-468-6786.

MMR Users

For questions regarding the submission of the MMR, contact the Club Officer & Record Administration Department by e-mail at stats@lionsclubs.org or by phone at 630-468-6908. Send completed MMR form as well as this transfer form to Lions Clubs International at the following address:

Club Officer & Record Administration
Lions Clubs International
300 W. 22nd St.
Oak Brook, IL 50823-8842
USA

WMMR Users

To report via the WMMR, go to the "Submit Membership and Activity Reports" section of the Lions Clubs International Web site (lionsclubs.org) and enter your member number and password. For questions regarding WMMR reporting, contact the Information Systems Department by e-mail at wmmr@lionsclubs.org or by phone at 630-468-6851. For assistance reporting via the WMMR, also see the *Quick Reference Guide* located at the "Submit Membership and Activity Reports" section of the Lions Clubs International Web site (lionsclubs.org).