

# **Secretaries Training Manual**



# **Secretaries Manual**

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## **Functions and Duties of the SECRETARY**

The Club Secretary is the most important member of the club “team”. It is very important that you communicate and work with your club presidents and all members of the club. This will help to ensure the successful operation of your club.

### **Primary Duties of the Secretary**

As the secretary and member of the board of directors, your primary responsibilities include...

- ❖ Take a Roll Call of all members – you must keep an accurate log of attendance for the year.
  - ❖ At the beginning of each meeting, the roll may be taken either by calling out the list of names or quietly recording in a log those members present.
- ❖ Submit monthly reports to LCI
  - ❖ Monthly membership reports ([myLCI.org](http://myLCI.org)) and Service+ reporting ([app.mylion.org](http://app.mylion.org))
- ❖ Maintain minutes of club meetings, including documentation of motions and votes made by email.
- ❖ Make regular reports to the board of directors meetings.
- ❖ Should attend all Zone Advisory meetings.
- ❖ Open all mail/correspondence. Distribute to proper persons or share at club meetings. Respond as needed. Retain a copy of all important outgoing correspondence.

### **Other duties include...**

- ❖ Work with Club Treasurer in collecting dues and make out membership cards.
- ❖ Maintain a record for each club member
  - ❖ Including offices held, committee assignments, members sponsored and date, personal history and personal account.
  - ❖ Some of this information can be found on myLCI.org under *My Lions Clubs / Reports / Club Achievements*
- ❖ Maintain membership info updated in myLCI and with the district, including
  - ❖ Input new members into myLCI and notify new members of their acceptance.
  - ❖ Transfer members who move to another club.
  - ❖ Input new officers into myLCI immediately after Election of Officers.
    - ❖ Send new officer information to the Global Leadership Coordinator. This is important for our directories and Leadership School.
- ❖ Place orders for Lion Supplies for the club.
  - ❖ Order and prepare new membership kits and membership applications from LCI.
- ❖ Order attendance and other awards for qualifying members at the close of the year. Orders should be placed at least 2 months prior to the event.

## **Overview of Secretarial Duties**

### **Each Meeting and Board of Directors Meeting**

1. Take attendance
2. Record the minutes of the meeting
3. Handle all communications and correspondences

### **Monthly duties**

1. Submit the monthly membership report or No Change report on MyLCI
2. Submit the month's activities on MyLion

### **Quarterly duties**

Attend Zone meetings with the President

### **Twice a year duties**

1. Check members list with International's list on the back of the dues statement as sent to the Treasurer
2. Assist Treasurer with collection of dues

### **March / April**

1. Elect new officers
2. Submit the officers on MyLCI and send information on form to GLT

### **End of Year duties**

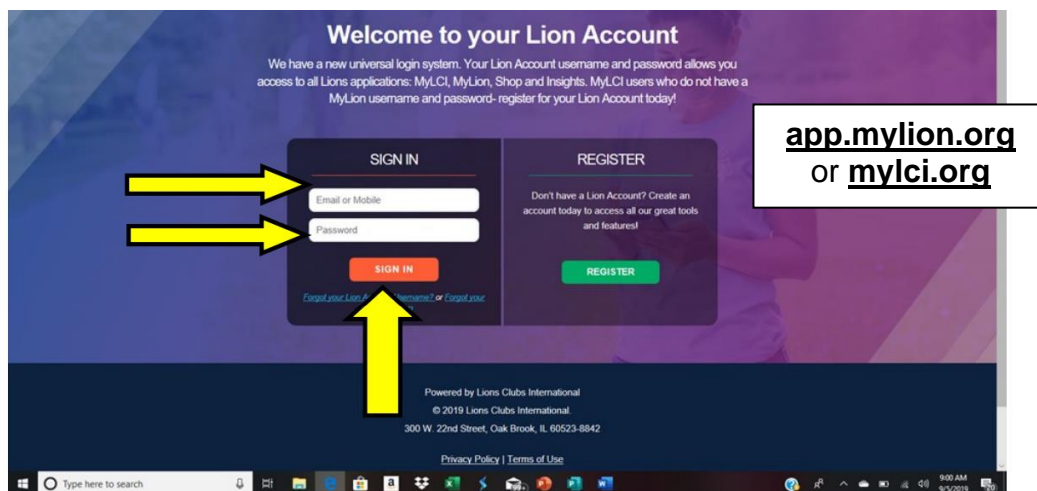
1. Check records for 100% attendance awards
2. Check records for years of service awards (Chevrons will be automatically mailed by LCI)
3. Make out new attendance record for next year
4. Apply to LCI and District for club and member awards

### **New Member duties**

1. Add the new member and their personal information in MyLCI
2. Create and fill out a member record

## Login – myLion.org / myLCI.org

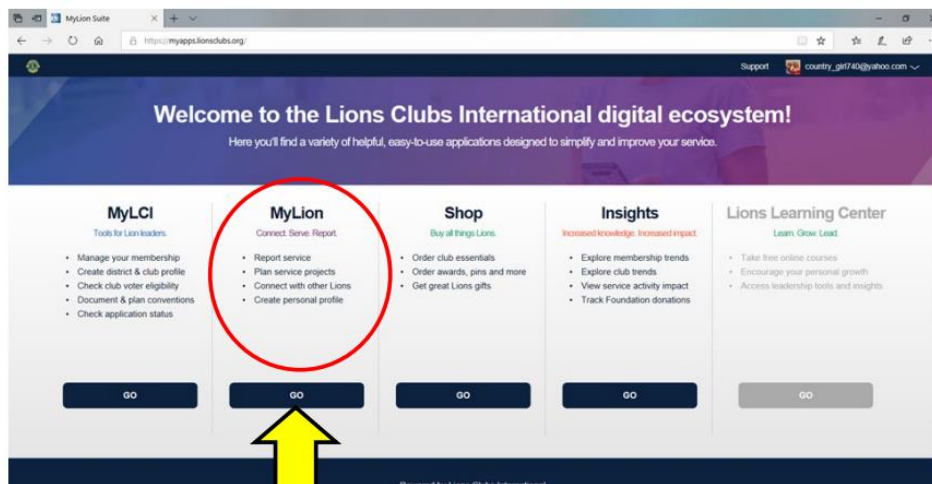
Log in to [app.mylion.org](http://app.mylion.org) or [mylci.org](http://mylci.org)



Next, enter your **Username and password**. (Write this information down for future use. ) Don't hesitate to write it in the screen above. The username and password is the same whether you use your desktop computer, laptop or mobile device. So write down your username and password so you can remember it.

**Then click Sign In.**

Once you have a successfully logged in this is your welcome screen. This screen will be different depending on your permissions. If you are a District Governor, President, Secretary, your screen may look identical to the below screen. If you are just a Lion member you may have all Columns except the MyLCI. It just depends on your permissions and what you are assigned to do within your club.



The **MyLion** column is for **Reporting SERVICE, FUNDRAISING, and DONATIONS**.

The **MyLCI** column is for **Reporting MEMBERSHIP** and **inputting and updating member and officer information**.

## Reporting Activities – myLion.org

Click on the “**Plan Future Activity**” tab. If your activity is already finished, use the “**Report Past Activity**” tab.

Under the **Plan Future Activity** link you have several different activity types you can set up. You can set up a Service Activity, a Fundraiser Activity, a Meeting, or a Donation. No matter which one you choose, the process is the same.

1. Click on the type you want.

2. Click on Continue.

Select the activity type.

Service Activity Fundraiser Meeting Donation

Service Activity

A service activity is any hands on projects that serve the community. It can be a one day activity or it can span multiple days.

CONTINUE

3. Click on Cause of your activity.

4. Click on Continue.

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

Select the cause that your activity will impact.

Hunger Environment Childhood Cancer Diabetes Vision Other

Other

Lions and Leos have long been passionate about serving a wide range of issues facing communities all around the world. We remain committed to improving the quality of our local community, knowing that together, our acts of kindness capture the attention of a global audience.

5. Click on  
Project type.

6. Click on  
Continue.

< GO BACK

CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

Select a project type.

Awareness, Education and Advocacy

Assistance to an Individual

Disaster Preparedness and Relief

Education, Literacy or Reading Action Program

Lions Quest

Other Health Service Project

**Other Service Activity**

Other Service Activity

WHAT YOU WILL ACHIEVE

1. Raise awareness and provide education for the community by promoting healthy living

7. Complete the Fields for the Activity. Give as much detail as you can. Under **Privacy Settings**, you set who can see your activity. Please allow **everyone** – this allows your zone chair and district officers to get the details of your projects and events.

8. Click on Continue.

< GO BACK

CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

**1. Activity Details**

USE DEFAULT IMAGE Edit Current Image

Activity Level

☒ Club ☐ District

Club

ELYRIA EVENING

Activity Name \*

Other Service Activity

☐ Signature Activity?

What is a signature activity?  
A signature activity is a recurring activity which represents the identity and/or specialization of the organizing club, district or multiple district.

Place name

Address or Place \*

Start Date \*  Time 8:00 AM

End Date \*  Time 5:00 PM

Activity Description \*

Add a description of your activity to help your team members get prepared.

**2. Privacy Settings**

Who can see this?

9. **Invite your club** members by clicking on your club name. You can invite by individual name, but the names list that comes up makes this difficult.

You can delete members from the invite by clicking on the X to the right of their name.

10. **Click on Continue.**

< GO BACK

Invites are sent when clicking continue

CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

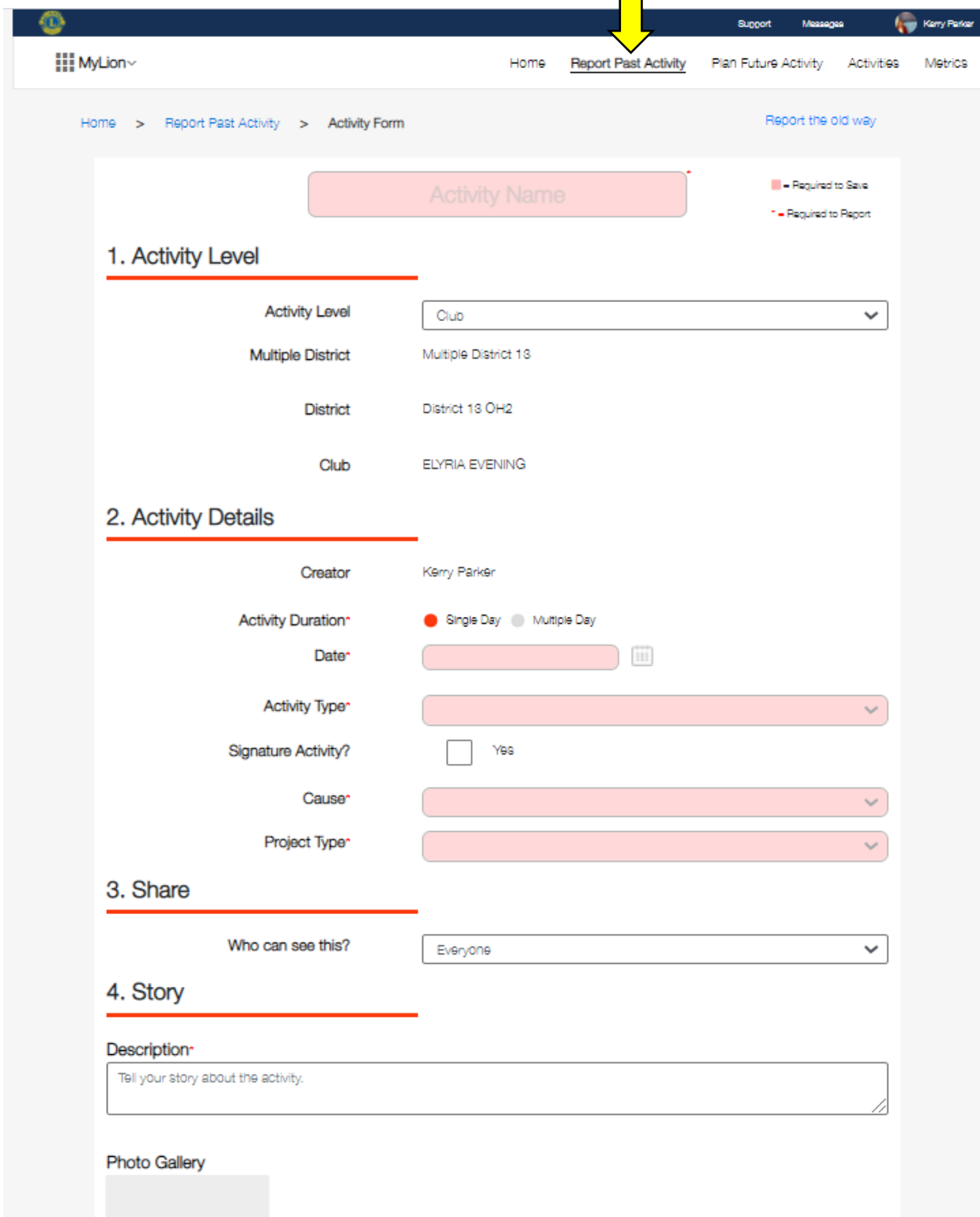
### Invite People

Invite Lions and Leos from your club or around the world to participate in your service activity. When you submit the activity, the people you select will receive an invitation to attend.

CLUBS	INDIVIDUALS	INVITES (21)
<div>Search Groups</div> <ul style="list-style-type: none"><li>ELYRIA EVENING (My Club) Lions Club <input checked="" type="checkbox"/></li><li>AMHERST (5186) Lions Club <input type="checkbox"/></li><li>AMHERST (69652) Alpha Leo Club <input type="checkbox"/></li><li>ASHLAND Lions Club <input type="checkbox"/></li></ul>	<div>Search Individuals</div>	<ul style="list-style-type: none"><li>Angela L. Barnes <input type="checkbox"/></li><li>Robert Bohn <input type="checkbox"/></li><li>Dale De Girolamo <input type="checkbox"/></li><li>Elaine De Girolamo <input type="checkbox"/></li></ul>

11. Proof-read the Review screen. If all of the information is correct, click **Submit**.

## Reporting a Past Activity



**MyLion** Home Report Past Activity Plan Future Activity Activities Metrics

Home > Report Past Activity > Activity Form [Report the old way](#)

**Activity Name** Required to Save Required to Report

### 1. Activity Level

Activity Level: Club

Multiple District: Multiple District 13


District: District 13 OH2

Club: ELYRIA EVENING

### 2. Activity Details

Creator: Kerry Parker

Activity Duration: ☒ Single Day ☐ Multiple Day

Date:  

Activity Type:

Signature Activity? ☐ Yes

Cause:

Project Type:

### 3. Share

Who can see this? Everyone

### 4. Story

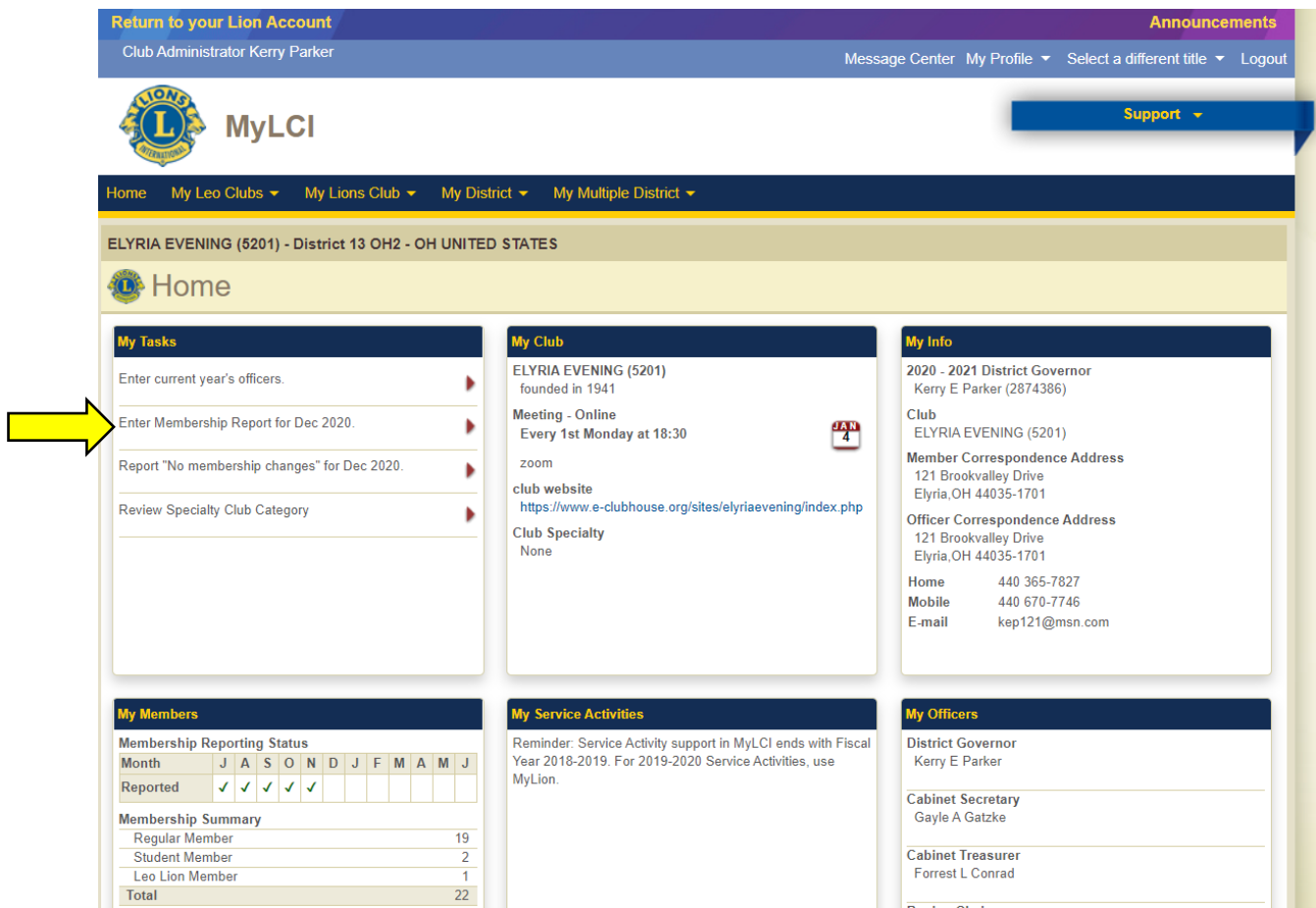
Description:

Tell your story about the activity.

Photo Gallery

11. Click on Continue
12. Check the Review page, then click on **Submit**.

## MyLCI Club Officers Home Page



The screenshot shows the MyLCI Club Officers Home Page for ELYRIA EVENING (5201) - District 13 OH2 - OH UNITED STATES. The page is divided into several sections:

- My Tasks:** A list of tasks customized to the user's role and club. A yellow arrow points to this section. The tasks are:
  - Enter current year's officers.
  - Enter Membership Report for Dec 2020.
  - Report "No membership changes" for Dec 2020.
  - Review Specialty Club Category
- My Club:** Information about the club, including:
  - ELYRIA EVENING (5201) founded in 1941
  - Meeting - Online Every 1st Monday at 18:30
  - zoom
  - club website: <https://www.e-clubhouse.org/sites/elyriaevening/index.php>
  - Club Specialty: None
- My Info:** Personal contact information for the District Governor, Kerry E Parker (2874386).
  - 2020 - 2021 District Governor
  - Club: ELYRIA EVENING (5201)
  - Member Correspondence Address: 121 Brookvalley Drive, Elyria, OH 44035-1701
  - Officer Correspondence Address: 121 Brookvalley Drive, Elyria, OH 44035-1701
  - Home: 440 365-7827
  - Mobile: 440 670-7746
  - E-mail: kep121@msn.com
- My Members:** Membership Reporting Status and Membership Summary.
 

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓							

Membership Summary	
Regular Member	19
Student Member	2
Leo Lion Member	1
<b>Total</b>	<b>22</b>
- My Service Activities:** Reminder: Service Activity support in MyLCI ends with Fiscal Year 2018-2019. For 2019-2020 Service Activities, use MyLion.
- My Officers:** List of district officers, including:
  - District Governor: Kerry E Parker
  - Cabinet Secretary: Gayle A Gatzke
  - Cabinet Treasurer: Forrest L Conrad

- **My Tasks** - displays a list of tasks customized to your role and your club.
- **My Members** – displays your club's membership reporting status and the count of members by member type.
- **My Club** – displays the information about your club meeting that is in the LCI database.
- **My Service Activities** - displays a link to your club's service activities as reported BEFORE 2017.
- **My Info** – displays your personal contact information.
- **My Officers** – displays your district officers, your Region Chairman and Zone Chairman.

## **CLUB MANAGEMENT**

Teamwork is one of the keys to successful club management. Club officers can collectively shape the way in which they work together that will be best for all concerned. There are specific responsibilities and area of authority for each *club officer*. Using these as a guide, your leadership team can determine the most effective way to manage your club throughout the year.

### **A. Beginning the Year**

1. Preparation
2. Setting Goals
3. Making Committee Assignments
4. Selecting Service Activities
5. Selecting Fundraising Projects
6. Ensure your Secretary has proper record keeping methods in place
7. Know your required forms and when they are due
8. Know the fiscal responsibilities

### **B. Throughout the Year**

1. Running Meetings
2. Communicate Effectively
3. Handling Correspondence
4. Understanding Membership Opportunities (Family Membership Program, LEO to Lion)
5. Attendance
6. Financial Responsibilities
7. Promoting Your Club
8. New Club Extension
9. Attending Zone Advisory Meetings
10. District Governor and Vice Governor's visits
11. Holding Elections
12. Attend Conventions

### **C. Finishing the Year**

1. Recognition
2. Transitioning to the Next Leadership Team

## **Beginning the Year**

### **Preparation:**

Many officers find it helpful to begin preparation for their year before taking office, using any available resources to learn more about their club and the international association. The outgoing officers can be most helpful during this time; however, make *sure* that you do not interfere with their leadership until you officially take office.

### **Setting Goals:**

Most people will agree that setting goal and developing a plan to achieve those goals is one of the keys to success. Working with your leadership team, consider creating a strategic plan outlining your club's goals for the year and how you intend to reach them. Resources on setting goals can be found in the **Lions Learning Center** on the MyLion/MyLCI log-in.

## **Required forms and when they are due:**

**Membership reports** are due in the myLCI system by midnight on the last day of the month. Aim to report membership by **the 28<sup>th</sup>** of each month.

Note – if you miss a month's membership report, it can only be submitted for 60 days. The system will only allow you to file for the current month and the last two.

**Activity reports** should be submitted within the month upon completion of each service activity, fundraiser, donation or meeting. LCI only requires activity reports for service activities, but secretaries are encouraged to report in all areas to have a back-up digital copy of the clubs activities on file for future leadership.

**Club officer reports:** clubs submit their officers first on MyLCI under ***My Lions Club / officers***. Officers must be reported by May 5 to LCI. Make sure there is a working email or cell phone number wherever possible for each new officer – this will be needed for new officers to log-in to MyLCI and MyLion.

Officer contact information should then be completed on the Club Officer Leadership form and sent to the GLT (Global Leadership Team) Coordinator.

Information for the district directory will be pulled from BOTH of these reports.

## **Club Supplies:**

The Lions store is online through your MyLion or MyLCI account. Remember to allow plenty of time for orders needed by a certain date. Only secretaries can place club orders through the LCI. Individual members can order merchandise and pay with their own credit card.

The Club Supplies and Distribution Division at LCI headquarters has many additional forms that can be very helpful for club management. Refer to the Club Order form at the back of this manual or go to [this link](#) for updated forms (Lions Shop Order Forms).

## **Fiscal Responsibilities:**

Several important financial issues should be addressed as you begin your year.

- **Preparing budgets**

Developing the club's administrative and activities budgets is one of the most important responsibilities of the treasurer. He/she works with the Finance committee and club president to prepare them. It is important to anticipate revenue and income carefully and prioritize spending needs when developing the budgets. Monitoring them throughout the year will help ensure your club remains solvent.

- **Handling Banking Issues**

The treasurer and Finance Committee will recommend a banking institution to the board of directors, as well as suggest officers for signing and co-signing checks. It is also

recommended that a signature card be on file with the bank, limits set regarding the amount of petty cash the club will handle and a system for reimbursement established.

- **Establishing Club Dues**

The treasurer, in cooperation with the Finance Committee and upon approval of the board of directors and club members, establishes the amount for the annual club member's dues. When determining this amount, consider how much money will be needed to maintain the financial health of the club. The club dues should also include district, multiple district and international dues. Club dues are typically collected in advance, semi-annually or annually. Invoices are usually sent to club members approximately 10 days before the start of the dues paying period.

## Throughout the Year

### **Conducting Meetings:**

The club president presides at all meetings of the club. Preparing and following an agenda as well as using a recognized system of parliamentary procedure (such as *Robert's Rules of Order*) will ensure the meetings run smoothly and productively. Parliamentary procedure will also help you assert yourself when necessary and handle disharmonious behavior. Handling problems that occur during meetings is not always easy. Your members expect, and have confidence in the club president to lead during these times.

Agenda formats vary from club to club and may be tailored to meet your club's individual needs. A typical club meeting or board of directors meeting format:

- Call to order by president
- Introduction of guests
- Program (guest speaker, etc.) may either precede or follow the business portion
- Reading and approval of minutes of previous meeting
- Treasurer's Report
- Old or unfinished business
- New business
- Adjournment

The club secretary typically has numerous duties for these meetings:

- Creating an agenda in conjunction with the president;
- Notifying participants of the time and location of the meeting;
- Recording minutes during the meeting;
- Recording attendance, makeup meetings and awards presented.

### **Communicating Effectively:**

For a club officer, it is vital that the lines of communication remain open among members of the leadership team as well as between the leadership team and the board of directors, club members, district officers and the community. Keeping these people up to date on club news, issues, etc. and helping them work through challenges will be an important part of your year. If

disputes arise between any member or members and the club, consult the dispute resolution provision in the Standard Form Lion Club Constitution and By-Laws ([LA-2](#)).

### **Handling correspondence:**

Club officers often handle an abundance of correspondence, both by mail and by email. Correspondence should be answered promptly and professionally to ensure the efficient running of the club.

### **Understanding Membership Topics:**

There are several membership topics of which club officers should be aware.

- **Eligibility:** Any person of legal majority of good moral character and reputation in your community is eligible for membership in your club. Lions club membership is by invitation only. New members are recommended to the club as prospective members by using the Invitation – Application for Membership form ([ME6B](#)).
- **Dropped members:** Any member dropped from membership may be reinstated within 12 months by a majority vote of the board of directors. Where more than twelve months have elapsed, the member must return to the club as a new member.
- **Membership categories:** Membership in a club may be one of several categories. A description of each category is found in the Standard Form Lion Club Constitution and By-Laws ([LA-2](#)), which is available on the association's web site.
- **Membership Key Awards** information in publication [ME 36](#) on the website.

### **Attendance:**

It is the responsibility of the club officers to monitor attendance of members, establish make-up rule and verify that members have fulfilled attendance requirements. Through the Club Supplies Catalog and the online [Lions Shop](#), perfect attendance awards are available for members who have attended every regularly scheduled meeting for twelve months or more, making up missed meetings in accordance with the club's policies. The period may begin with any given month.

### **Promoting Your Club:**

How your club is perceived in the community is essential to its success. Developing and implementing a comprehensive public relations program will help ensure that community members support your club. This program will encompass both ongoing club publicity, and promoting special events, such as fundraising and service activities. Equally important is internal communication. Many clubs worldwide find that preparing a club directory *and* publishing their own newsletter help keep their members informed. Another communications tool that is becoming essential is a club website and/or social media page. These sites can be made public or private, thus reaching both internal and external audiences.

### **E-Clubhouse:**

The e-Clubhouse enables clubs to build a free website and enhance their presence on the web by using fill-in-the-blank fields and pre-formatted templates to make giving clubs a polished and

tech savvy appearance easy. The e-Clubhouse also gives consistency with the new lions branding while enabling clubs to preserve their individuality. The site includes a club calendar, club projects, photo gallery and contact us page to help tell others about their Lions club. Up to five more pages can be added. It is up to the club to key in information and to determine how it will be used for their club. Encourage your club to develop a web presence, starting with a social media page (which you can regularly update) and a webpage at e-Clubhouse (with more constant who we are information). Go to <http://lionwap.org/eclub>.

### **New Club Extension:**

Organizing a new Lions club in nearby areas is an effective way to bring additional people into the association. New clubs increase the number of Lions who help those in need. The association offers a variety of options for forming new clubs including: campus clubs, branch clubs, cyber clubs, specialty clubs, and traditional community clubs. Contact the district Global Membership Coordinator (GMT) or New Clubs and Marketing Department at LCI headquarters for information on the different types of clubs, as well as club organization kits.

### **Attending Zone Meetings:**

Zone meetings are very helpful for club officers. These local gatherings allow clubs to exchange ideas regarding programs, projects, fundraising, and membership issues, and offer a forum for establishing cooperative relationships *between* clubs. Zone meetings are also an opportunity to meet other Lions from your area.

### **District Governor's and Vice Governors' Visits:**

The district governor and the vice governors visit clubs in the district to evaluate the operations of the clubs and discuss Lions business matters. Clubs are encouraged to use this visit to strengthen their relationship with district officers. After setting or confirming the date for the visitation, clubs should give the governors time on the agenda to address members. Throughout the year, clubs are encouraged to inform the district governor and vice governors about major activities. These district officers may visit clubs in the districts individually or jointly at the zone level.

### **Attending Conventions:**

Attendance at conventions – including district, state and international – is a wonderful way to learn more about the association, get motivated and met fellow Lions.

### Finishing the Year

#### **Recognition:**

Recognizing club members, community residents and those who have been helpful to your club is a wonderful way to end your year in office.

- **Recognizing Club Members:** Recognition is an excellent way to maintain morale in the club. Clubs may determine guidelines for honoring the service of its members. The secretary is responsible for maintaining accurate awards records and ordering awards.

Suitable awards honoring outstanding service are available from the [Lions Store](#). Awards should be ordered as early as possible to ensure timely delivery.

- **Holding Appreciation Dinners:** Many clubs choose to hold an appreciation dinner for all community residents who have helped their club through the year. It is a good opportunity to say “thanks” to everyone. It is a good way to strengthen ties with the community and can also be a good membership growth opportunity.
- **Applying for the Club Excellence Award:** The application should be completed by the club secretary, signed by the respective district officers, and returned to the English Language Department for processing. Applications received after the deadline **will not** be considered for the award. The deadline date is August 31 following the close of the Lions year, or as printed on the application. The [Club Excellence Award application](#) can be downloaded from the association’s website.

Club officers are encouraged to work with district officers to achieve shared objectives.

### **Transitioning to the Next Leadership Team:**

Just as you may have looked to the sitting club officers for advice before you took office, the incoming members of the leadership team may look to you for advice. If asked, brief them regarding the status of the club, and any other pertinent information. The transfer of club records to the next leadership team is necessary and important. Discuss any plans or projects that are not completed that will continue into the next year.

Enjoy the opportunity to be one the leaders of your club. You not only represent your club, but also the district and association as you work with club members and the community throughout the year. Your term as a club officer can be a rewarding experience, personally and professionally. Your efforts are highly valued and appreciated.

**Have fun and good luck!**

### **Secretary Check List**

- ☐ Take good minutes of both the Board Meeting and the regular meetings
- ☐ Keep accurate attendance records. (Know the club's criteria for perfect attendance.)
- ☐ Submit MyLion Service Reports in a timely manner.
- ☐ Attend Zone Advisory meetings.
  - Give a copy of your report to your Zone Chairman at the meeting.
- ☐ Attend Officers Training School. (Each year there is some type of new information.)
- ☐ Order Club Supplies (100% attendance pins, multiple attendance pins in a 5-year increments, and New Member packets and certificates.)
- ☐ Make sure new member information is put on Member's Record Form
- ☐ Remind club of upcoming activities for not only the club but the Zone, District, State and International.
- ☐ Print Membership Cards (Purchase blank business cards to print these cards). Format is found on MyLCI.
- ☐ Help collect dues and give out membership cards.
- ☐ On MyLCI, file your PU-101 New Officers Form with International by the required date set by International, and get the information to the District by April 15.
- ☐ Fill out the District Officers Training School information and get in to the District so that you have your officers registered for the school. This information will be checked against LCI's to create the new district directory.

## **THE ESSENTIALS FOR YOUR MINUTES**

### ***The essentials are:***

1. To record the kind of meeting (regular, special or board)
2. Name of the Club
3. Date and place of meeting
4. The names of the chair and secretary
5. Whether the minutes of the previous meeting were approved
6. All motions, 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 a 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, but not the seconder.
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.

For additional forms and supplies for secretaries, see the [Club Resource Center/Secretary](#) on the International website at [www.lionsclubs.org](http://www.lionsclubs.org).

## ENTERING YOUR NEW OFFICERS ELECTRONICALLY

Listed below are the steps to submit your new officers to LCI.

- Go to MyLCI
- Under “My Tasks”, select “Enter Current Year’s Officers”
- Choose “Select Term”. Then select “Next Year” from the dropdown menu.
- All offices will say “Vacant”
- To add CLUB PRESIDENT, click “Add Officer” on the right side.
- Click on “Select Member”. It will bring up a list of your members. Choose the person and click on it.
- Hit SAVE.
- Then click on “Go Back to Officers” and repeat the process for the rest of the officers.

The screenshot shows the MyLCI interface for entering officers. The header includes the Lions Club logo and 'MyLCI' text. A navigation bar has links for Home, My Leo Clubs, My Lions Club, My District, and My Multiple District. The main content area is titled 'Officers' and shows a list of officer positions for the 'Next Year' term. The positions are: Club President, Club First Vice President, Club Second Vice President, Club Secretary, and Club Treasurer. Each position is marked as 'Vacant' and has an 'Add Officer' button next to it. The page also includes a 'Show 30' dropdown, 'Page 1 of 1', and a 'Sort by Rank' dropdown.

Officer Type	Status	Action
Club President	Vacant	Add Officer
Club First Vice President	Vacant	Add Officer
Club Second Vice President	Vacant	Add Officer
Club Secretary	Vacant	Add Officer
Club Treasurer	Vacant	Add Officer

## **CHANGING YOUR CLUB INFORMATION**

Listed below are the steps to submit your new officers to LCI.

- Go to MyLCI
- Under “My Lions Club”, select “Club Info”
- Any information that can be edited will appear in a text box. Some information cannot be changed without contacting Lions Clubs International.
- Upload a club photo by selecting UPLOAD. Then select the photo you want to use from your photo files.
- Edit the text boxes you want to change.
  - o You can add club biography, select a club specialty, change your meeting information, etc.
- Hit SAVE.
- Then click on “Go to Home Page”.

The screenshot displays the LCI Club Information form, specifically the Meeting Location section. It is divided into two identical sections, Meeting Location 1 and Meeting Location 2. Each section has a header with an information icon and the text: "Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform." Below this header, there are several input fields and options:

- Online Meeting Location:** A checkbox that is checked in both sections.
- Meeting Place:** A text box containing "zoom" in both sections, with a "Clear Meeting Location" button next to it.
- Meeting Address:** A text box containing "647 Washington Ave" in Meeting Location 1 and "194 Burns Rd." in Meeting Location 2.
- Week of Month:** Radio buttons for "first", "second", "third", "fourth", and "fifth". In Meeting Location 1, "first" is selected. In Meeting Location 2, "third" is selected.
- Day:** Radio buttons for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday". "Monday" is selected in both sections.
- Time:** A text box containing "18:30" in both sections, with a note: "For example, 09:30 (mornings) or 21:30 (evenings)".

At the bottom of the form, there are "Save" and "Cancel" buttons.



## Necrology Information

Club Secretary:

Please supply the following information and return to the 1<sup>st</sup> Vice District Governor.

At the District Convention, we honor our deceased Lions, Lioness, Leo members at our Necrology Services on Sunday morning. This service is for members that have passed away since the last District Convention.

If you have had more than one member pass please duplicate this form and return one for each member.

Name \_\_\_\_\_ Club \_\_\_\_\_

Date Joined club \_\_\_\_\_ Passed away on \_\_\_\_\_

Club Offices held \_\_\_\_\_

\_\_\_\_\_

District Offices held \_\_\_\_\_

\_\_\_\_\_

Major areas of service to Lions \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

(If more space is needed use another sheet or back)

It would be nice if the club President, family member and or club members could be present at the Necrology Service on Sunday morning to honor the departed Member.

## Lions Clubs International

### 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 or 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 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** to 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 Clubs International

### PURPOSES

**TO ORGANIZE**, charter and supervise service clubs to be known as Lions clubs.

**TO COORDINATE** the activities and standardize the administration of Lions clubs.

**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 TAKE** an active interest in the civic, cultural, social and moral welfare of the community.

**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 endeavors.

**DO YOU JUST BELONG?**

Are you an active member, the kind that would be missed?  
Or are you just contented that your name is on the list?

Do you attend the meetings and mingle with the flock?  
Or do you stay at home and criticize and mock?

Do you ever go to visit a member who is sick?  
Or leave the work to just a few and talk about the clique?

There's quite a program scheduled that I'm sure you've heard about,  
And we will all appreciate it if you'll come and help us out.

So come to the meetings often and help with and and heart  
Don't be just a member, dig in, do your part.

Think this over, member, know right from wrong.  
Are you an active member, or do you just belong?

- Author Unknown

**V** aluable  
**O** ptimistic  
**L** oving  
**U** nderstanding  
**N** ecessary  
**T** rusting  
**E** nergetic  
**E** xceptional  
**R** esponsive  
**S** pecial



**Ohio Lions**