



Club Secretary

Duties and Responsibilities

2016-2017



NEW MOUNTAINS TO CLIMB



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Important information

Dates to remember

Submit monthly reports by the 20th day of the month if filing by paper or by 12:00 p.m. the last day of the month if filing online.

July 1	New Club Officers take office
July 15	LCI Invoice (pay within 30 days of receipt)
July 15	Deadline for submission of Service Activities Report for the year. If prior to July 15, print out Certificate of Excellence Secretary Certificate
August 20	District Dues Invoice issued (pay within 30 days of receipt)
November 15	Deadline for filing of annual e-card to IRS
December	Deadline for filing annual report with Illinois Attorney General's Office
December 1	Deadline for submission of Candy day reports and payments
January 15	LCI Dues invoice (pay within 30 days of receipt)
January 15	District Dues Invoice issued (pay within 30 days of receipt)
February	Appoint Nominating Committee to select new club officers
March	Present proposed new slate of officers for coming year, accept nominations from floor
April	Election of club officers for coming year
May 15	Deadline for PU 101 new Officers Reporting Form to LCI and Incoming Governor
May 1	Send List of Club Officers to the Lions of Illinois Foundation
June 30	File Form for Melvin Jones Fellow

District 1-A Calendar

The District 1-A Calendar (www.lions1a-us.org) is continually updated by Lion Dawn Grogan and is an excellent source of information covering club events, district events, the ability to go directly to the LCI website, listing of zone and region chairs, with e-mail addresses and clubs they are responsible for, district committee members, upcoming conventions complete with the ability to register online, and newsletters (both District and State).

District 1-A Club Calendar

A new club calendar that can be given to each club member to download to their individual computers. It is done in Word and as information on new events is provided to club membership, each member can add to the calendar on their computer. This calendar will be provided on the CD given to each person in attendance at Incoming Officers Event in May.

Duties of the Secretary

Submit regular monthly membership reports to the Lions Clubs International and required District officials. Even if there is no change in membership numbers, the report MUST be submitted. If done on line the Monthly Membership Report is to be completed and submitted by 12 noon of the last day of each month. If done via paper and mail, this report has to be received by LCI by the 20th day of each month.

Submit such reports as may be required to the District Governor.

Cooperate with and be an active member of the District Governor's Advisory Committee of the Zone in which your club is located.

Have custody of, keep and maintain all general records of your Lions Club including but not limited to: record of minutes of the Club and Board Meetings; attendance; committee appointments; elections, classifications (if any) of club members; current addresses and telephone numbers of members and specific club account numbers. (A complete Secretary Record Book #S18S can be ordered from LCI with all forms included.)

At the beginning of your year as secretary, it would be suggested that the new club officers review the membership lists to insure they are current and correct. Your individual club roster must match that of Lions Clubs International as the membership information submitted is how LCI membership billing statements are created.

If a new member is added or dropped be sure that this information has been submitted to the District and International in a timely manner.

Be observant – note which members are missing or behind in their dues. This can be a sign that a member is contemplating dropping their membership. Head off this problem with a phone call or a note. Be sure the president has a current list of members who are missing or behind in their dues.

Make sure the President is aware of all correspondence sent and received by the club.

If appropriate, issue dues notices to each member.

If appropriate, collect member dues, issue membership cards and turn same over to the Club Treasurer and obtain a receipt for such monies collected.

Maintenance of accurate records as they relate to any awards due a member, i.e. Attendance, Old Monarch Chevrons, sponsorship of new members, etc. When new awards are due, make sure they are secured from International in a timely manner and presented with "ceremony."

Be sure new member kits are available for new members; keep some on file.

Suggested Club Secretary Books/Manuals

Please be aware that all Lions Clubs International publications listed below can be downloaded from the LCI Website. Go to Members—Resources—Publications and Forms, Legal.

1. Club Officer's Team Manual (LA-15) 2015-2016
2. International Constitution and By-laws (la1.pdf
3. Standard LCI Club Constitution and by-laws (each club should have this) la2.pdf
4. Standard Constitution and By-Laws of the District and multiple District la4.pdf & la5.pdf
5. Copy of Roberts Rules of Order or book of similar nature.

Secretarial Board and Regular Meeting Minutes

Take accurate minutes at your board and regular meetings. You can tape them for ease of transcribing later **as long as the membership first approves the taping of meetings.**

The minutes should contain:

- Time meeting started and ended
- Members leading pledge, invocation, songs, etc.
- Number of guests and members present
- Attendance percentage
- Committee reports; what is project, who is doing it, where it is being done, when it will be completed
- Correspondence presented at meeting
- Matters of business needing approval of total membership and decisions made by the Club membership.
- Name and topic, with comments about guest speaker or program
- Presentation of awards to members if appropriate.
- Motions, seconds and votes

Recommendation: All minutes be either mailed or e-mailed to all members so that even if they have not attended a meeting, they are still aware of what is happening with the club.

The Secretary should have Board meeting minutes available for the Regular meeting to review what occurred at the Board Meeting. It is not necessary to distribute to the membership.

District 1A Dues Structure

Each club should see that its dues structure incorporates the actual cost, on a per member basis, for the cost of membership dues to the District as well as International. For the 2016-2017 year, the breakdown for Dues is:

District

District 1A Dues	\$5.00
Lions View Magazine	Will be on-line only as of July 2013
State Per Capita	\$10.00
2017 Convention	\$1.30 per year for five years to cover costs for 2017 Convention
Total District Dues	\$16.30

International

Lions Clubs International Dues	\$43.00 (\$21.50 per billing cycle effective July 1, 2013)
Total annual dues assessment required	\$59.30

Note: All dues are billed on a semi-annual basis, July and January. Full payment of dues is thirty (30) days after receipt. If payment is late, District is entitled to charge an amount not to exceed 1% of the overdue invoice to each club's billing that is overdue in excess of sixty (60) days.

District Accounts (LCI Constitution & Bylaws)

At Section XII – Fees and Dues, Section 3 – Carrying Charges - of the LCI Bylaws – it states:

The International Board of Directors shall be empowered to levy a carrying charge, as it may set from time to time, at a rate not to exceed the maximum amount permitted by law, on past due club account balances as determined by the Board.

Carrying Charge on Club Accounts (District 1A Constitution and Bylaws)

To provide an incentive for the timely payment of the per capita taxes and to defray costs associated with the repeated sending of the billing notices, an amount not to exceed 1% of the overdue bill shall be added to each club's billing that is overdue in excess of sixty (60) days.

Please remember annual dues, on a per member basis, should be enough to cover the total dues assessment as well as any costs entailed by the club for the proper running of the club.

Transfer of Members

International does not charge a transfer fee to the club that accepts the member. However, the only exception occurs when a regular member joins a "Newly Chartered Club". There is a transfer fee of \$20.00 and even "Life Members" pay this amount.

As contained in the Executive Summary of the International Board of Directors Meeting held in New York, March 9-14, 2009, the following change has been made effective immediately: "Approved the extension of the entrance fee waiver from six months to twelve months for transfer and reinstated members who have resigned in good standing."

A member in good standing can be transferred on line rather than executing paperwork. You simply drop the member and indicate "dropped transferred in good standing". It is the responsibility of the club where the person is being transferred to pick up the name and add to their roster.

If you are a "receiving a transferred member" club and the originating club has not done any on line transfer report that the member has been dropped in good standing, the WMMR system will detect a dual entry and produce an e-mail to the originating club advising them of the dual entry. The e-mail will also state that if they do not drop the member within a specific time period, the system will automatically change the membership to "associate" in the club and "active" in the receiving club.

Lions Clubs International Club Suspension Policy

As of July, 2015, the LCI Board of Directors approved a new policy that affects Clubs that have not paid their club balances on time. The new policy is as follows:

Financial Suspension

The Board of Directors amended the suspension policy that affects clubs that have not paid their club balances in a timely manner. The current policy is as follows:

"A Club which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will be automatically suspended including the charter, rights, privileges, and obligation of the Lions Club. In the event, the Club does not reach an active status by the 28th day of the month following suspension; their charter would be automatically cancelled."

Beginning July 1, 2015, clubs will automatically be placed on Financial suspension if balances beyond 90 days are equal to or exceeding US\$20/member or \$1,000 or greater, and cancellation will occur after the 28th of the month following suspension if full payment is not received. As a result, anticipated high suspension will be reported in October and April. Also, clubs cancelled more than twice will be ineligible for reinstatement.

Suspension is the temporary deferment of the charter, rights, privileges and obligations of a Lions club due to an unpaid balance.

Clubs on suspension shall not:

- (a) Conduct service activities
- (b) Conduct fund raising activities;
- (c) Participate in district and multiple district functions or seminars;
- (d) Participate in any voting procedures outside of the club
- (e) Endorse or nominate a candidate for district, multiple district and international office;

- (f) Submit Monthly Membership Report and report forms;
- (g) Sponsor a Lions club, or organize a Leo or a Lioness club.

Clubs on suspension shall:

- a) Hold meetings to discuss the future of the club and identify the steps needed to regain an active status.
- b) Make payments to clear the existing outstanding balance, or request a payment plan.

This amended policy has serious consequences for clubs that are in arrears in paying their club balances. To rectify this past due condition, clubs placed on suspension may regain an active status by paying the balance in full. A re-activation report will not be required to regain an active status; however, officers should immediately review and update the membership roster after a Club is released from Suspension. Visit www.lionsclubs.org and consider paying online. Beginning July, 2015, clubs cancelled more than twice will be ineligible for reactivation. Clubs should work to avoid cancellation at all times.

Please feel free to contact LCI at membershipbilling@lionsclubs.org should you require additional information.

How to pay online

Visit www.lionsclubs.org. Click the "MyLCI/Submit reports link, after logging in, click CLUB, STATEMENT followed by PAY NOW. Club Treasurers may pay by Visa, MasterCard, Discover and American Express credit. Debit cards are accepted. Contact us if assistance is required.

Status Quo

Status Quo is a temporary suspension of a club's charter, rights and privileges, as well as obligations. Status quo clubs should not submit a Monthly Membership report or submit changes in membership. A club can remain on status quo for only ninety (90) days. Within ninety (90) days, a status quo club must be released from status quo or its charter may be cancelled. Justifiable conditions for placing a club on status quo include:

- Failure to comply with the objectives of the association or conduct unbecoming to a Lions club.
- Failure to fulfil any other obligations of a chartered club, failure to submit Monthly membership Reports for six or more consecutive months or failure to hold regular club meetings
- Failure to pay district or multiple district dues
- Verification of non-existing club
- Decision of club to disband
- Decision of club to merge with another club

Rescinding Cancellation

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for cancelling the club are resolved. All previous dues must be paid. The District Governor or the coordinating Lion must submit a Club Reactivation Report to rescind the charter cancellation. The District Governor is required to send the completed Club Reactivation Report form (DA-970) to the Accounts Receivable and Club Account Services Department at International Headquarters if reactivation is requested. This report is available on the

Association's website. Requests for reactivation that are received less than 90 days prior to a District or Multiple District convention may be held until the close of the convention.

Club Membership and Voting Privileges

Dropping of Members

If a member is to be dropped from membership, a club should consider listing the drops in the months of November or May only. As semi-annual dues are billed in July and January, a member dropped in November will be listed on the December report and when the billing comes out in January, the amount of dues a club pays will be for one member less. A member dropped in May will be listed on the June report and when the billing comes out in July, the amount of dues a club pays will be for one member less.

If a member is lost due to death, drop in the month of the passing of the member.

Notify a member that his or her resignation has been accepted, offer your club's regrets, express appreciation for his or her past services, give the effective date and if dues are still owed, advise of dollar amount. A member who is dropped in good standing should be notified in writing that he/she has one (1) year from the date of termination to re-join a club without paying a new member fee. Provide treasurer with copy of correspondence.

Voting Delegates at Conventions

A new club must be in existence for a year and a day in order for the club to have a full slate of delegates to any district, state or international convention. If a club is less than one (1) year old at any convention it will only be entitled to one (1) vote, regardless of the number of members.

If a person is a club member for less than a year and a day, that individual is not entitled to be a voting delegate to any district, state or international convention.

Types of Club Memberships

There are seven types of memberships:

- **Active:** Can hold office, pay all necessary dues and subject to all obligations of membership in the club.
- **Member-at-Large:** A member who for specific reason cannot attend meetings – status shall be reviewed every six months – not eligible to hold office or vote in District or International meetings or conventions – but pay all necessary dues.
- **Honorary:** The club shall pay entrance fees and International and District dues for an honorary member. The member can attend meetings, but shall not be entitled to any privileges of active membership.
- **Privileged:** A club member for 15 or more years who for specific reason, as determined by the Board of Directors, must relinquish active status. This status shall be reviewed every six months by the Board to determine any potential changes. Shall pay such dues as local club may charge including international and district. Right to vote but not entitled to hold office.
- **Life Member:** A club member who has maintained active membership for 20 or more years or any member of a club who has maintained such active membership for 15 or more years and is at least 70 years of age or any member of a club who is critically ill may be granted Life Membership in the local club upon (1) recommendation of his/her club, (2) payment to the Association of US \$650, effective July 1, 2013 by his/her club in lieu of all future dues to the Association and (3) approval by the International Board of Directors. A life member shall have all privileges of active membership so long as all obligations are fulfilled. There is still an obligation for district and state dues.

Note that former Lioness members, who are now active members of their lions clubs or who become active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life Membership eligibility.

- **Associate Member:** An Associate Member is not reported on the Monthly Membership Report. He/she is eligible to vote on club matters, but may not represent the club as a delegate at any convention. Not eligible to hold any office. No dues from International or District – local club can assess dues if it is deemed appropriate. **Note: Do not count an Associate Member in your monthly club membership total.**

If you want to drop an Associate Member, you must contact the LCI Membership Department directly and supply them with the member's name, member number, and club name. You cannot drop them online.

- **Affiliate Member:** Eligible to vote on club matters, but may not represent the club as a delegate at any convention. Not eligible to hold any office. Required to pay all dues assessed.

Member Category Limits

Honorary Members: Not to exceed 5% of total actual membership – any fraction shall permit one additional honorary member.

Affiliate Members: Not to exceed 25% of total actual membership.

Attendance at Regular Meetings

If your club does not have its own particular by-laws, the secretary still should maintain a file indicating passage of any rules as it applies to the running of the club (i.e., perfect attendance).

The records of the club should contain suggested rules for making up missed meetings so that each member is aware that they can maintain perfect attendance other than just by going to the meetings. Some suggestions are:

- Attendance at a meeting of any other lions club, regular or special
- Attendance at a meeting of the member's home club board of directors
- Attendance at a duly constituted meeting of a standing committee of the member's home club.
- Attendance at any meeting scheduled or sponsored by the member's own club, including club fundraising and service activities
- Attendance at a region or zone meeting
- Attendance at an international, state or district convention, or any other recognized Lions meeting
- A visit within said time limit to the office of Lions Clubs International or the office of any district or state outside the country of which the visiting Lion is a member.

Cards evidencing such visits shall be made available to Lions.

Reporting Online

Not all clubs in District 1A utilize the Internet for reporting purposes to International. Even if a club secretary does not have a computer, perhaps someone else in the club has one and would be willing to work with the Secretary to do their reporting electronically. By continuing to do reports on paper, there is sometimes a delay of up to 30 days before your club information may be entered.

Once you get to the page on the LCI web site where you enter your personal ID number and your password – on the left side of the screen there is an icon which says “training area.” You can click into this and completely teach yourself how to use the various reporting procedures you will need as a club secretary – i.e. monthly membership report, PU 101 forms, A1 Activity report, club directories, how to add, drop, reinstate, change member information, printing club directories. Everything in this portion of the site is “self-explanatory” and you can learn at your own pace.

Passwords

LCI no longer provides passwords. If you are a newly elected officer of your club, you will go up on line to the opening WMMR page and apply for your specific password. You can use your individual club membership number as your ID or some other word that you will remember and indicate that you are a new officer and requesting a password of your choice to be your permanent password during your year as a club officer (this is for the President, Secretary, Treasurer). The club treasurer can review records but cannot change any information. This password is to be used in conjunction with the officer's specific Club Member Identification Number. If the new officer has an e-mail address – they can simply go up on line at the beginning of the reporting module and set up their password. It is important to understand that the PU 101 form is sent to LCI in a timely manner (by May 15) in order for the club officers' names be listed on the LCI website. An officer cannot access the website unless his name/email address is already listed, in order to set up the password.

Reports

Monthly Membership Report (C-23-A) Know the date that reports from your club are due to your Zone Chair.

Any club secretary who completes their reports online **must** have their report to LCI by the **last day of each month by 12:00 p.m.** If it comes in later than that date, membership will not be counted for the current month. Any club secretary still doing paper copies, **must** have their report into LCI **by the 20th day of each month**. Any reports received after that date will not count in the current month.

The changes in the reporting are due to the fact that monthly reports from LCI, in the past, have always had a 30 day lag. By getting the reports in earlier, cumulative reporting will be on a “current month level”.

Understand that as Club secretary you do not have to wait until the 20th or last day of each month to do your reports - they can be completed immediately after the club’s last meeting of the month. If you have to make additional changes after the report has been sent in, **DO IT BEFORE THE END OF THE MONTH** so all changes will be included in the current month.

Please be aware that even if there are no changes in membership for a particular month, the report still must be completed.

Distribution of M&M Report for 2016-2017

If reporting online two (2) copies are required for distribution during the 2016-2017 year:

- First copy: Lions Clubs International
- Second copy: One copy for club file

Viewing, Printing, Saving, and Emailing Reports

Membership reports, PU 101 Reports, Annual A1 activity reports and directories are all done in Adobe 6.0. Once you open up a report online and view it, you simply save a copy to your computer and then e-mail it to the proper parties as an attachment.

Additional Required Reports

New officer Reporting Form (PU-101): Final deadline for submission is May 15 to LCI. (NOTE: Even if you do not hold an Installation of Officers until later (i.e., June, July, August, or September, etc.), this form must be submitted to LCI **no later than May 15** in order for these officers to receive information from International for the coming year.

PU-101AEN10-00) blue form: Must be filled out and sent to the District Governor Elect showing the officers for the next year. If using paper copies, this is the second copy of the PU 101 form. All elections are to be completed in April of each year.

Annual Activities Report (A-1): This report has been re-designed and a new Club Activity Report is now in place.

Club Service Activity Reporting features

The New Club Service Activity Reporting application has three new features:

Activity Search: District and club officers can search for activities based on activity type, month, year or other keywords. Club officers will be able to view all activities within their club and shared activities within their district, multiple district or constitutional area.

Signature Activity: District and club officers can designate a service activity as a “signature” activity. A signature activity is an activity that is popular, important, and possibly recurring within the club or district. Once an activity is designated as a Signature Activity, club officers will be able to select the activity from the Add New Activities page, simplifying the service activity reporting process.

Activity Goals: District and club officers can record their goals for service activity. Once the goal is recorded on the Goals and Objective page, WMMR will track your club or District’s progress toward the goal. The progress will be displayed on the Goals and Objectives page.

The number of clubs using the Lions Clubs International Web site to file Monthly Membership Reports has been increasing steadily. LCI now only makes information previously provided in printed Club President and Club Secretary Kits available ONLY in the Club Resource Section of the Association Web site (www.lionsclubs.org) for a club officer to download. As provided elsewhere in this booklet, clubs now can print their club membership cards on line. Only clubs who continue to send paper copies of the MMR reports to LCI will receive membership cards.

Pre-printed Monthly Membership Reports with LCI address labels will be sent only to those clubs who are not filing their forms online.

Donation Form: Melvin Jones Fellow

The Lions of Illinois Foundation also requires a listing of Club Officers, which is due to them by May 1 of each year. This form can be downloaded from the Foundation website (www.lionsofillinoisfoundation.org).

Office of the Attorney General, State of Illinois: Registration form and subsequent Annual Report. The laws of the State of Illinois require that any organization soliciting from the public must register with the Office of the Attorney General, Charitable Trusts Bureau. If your club is not registered – you may incur charges as you will be required to go back three years to satisfy the late registration. The charges could be a \$15.00 registration fee plus a \$200.00 late penalty fee, plus \$100.00 for each of the three years, and \$15.00 for each year to cover the filing of the report.

If a club has assets under \$4,000 and generates gross incomes less than \$15,000 for each year, it will possibly only owe the \$15.00 and the \$200.00 registration fee plus the simplified report but no filing fee and late fees. It would be suggested that you fill out the required forms and send to the AG’s office for review and let them tell you what you owe. If your registration is accepted you will be supplied with a “CO” number which will be your permanent number for filing an annual report with this office. It is then up to you to make sure that you mark on your calendar that this report is due on an annual basis and to be submitted with a check for \$15.00 for the filing fee. Your Annual Financial Report is due six months after the organization’s fiscal year ends. Therefore for Lions Clubs, it would be six months from June 30.

You can download the following forms from the Office of the Attorney General: Charitable Organization web site at www.ag.state.il.us/charities/reg_reports

- Registration Statement (Form CO-1)
- Charitable Organization – Financial Information Form (Form CO-2)
- Illinois Charitable Organization Annual Report (Form AG990-IL).

The address and phone number of the Office of the Illinois Attorney General, Charitable Trust Bureau is: 3rd Floor, 100 West Randolph Street, Chicago, Illinois 60601: 312-814-2595.

E-Card Filing Requirement

It's short, easy and electronic – it's the new ePostcard!

Don't throw away your tax-exempt status – be sure to file your e-Postcard.

How do you know if your Lions Club has a filing requirement? If you are a small tax-exempt organization that normally has annual gross receipts of \$50,000 or less and does not have to file Form 990 or 990-EZ, you must file the ePostcard (also known as 990-N).

A club cannot file the e-card until its fiscal year is over. The card is due by the 15th day of the fifth month after the close of your tax year. Lions Clubs operate on a fiscal year, July 1 – June 30, and the e-Postcard will be due by November 15th of each Lions year.

What information does your club need to provide on the e-Postcard?

- A legal name and mailing address and any other names used,
- A Web address if one exists,
- Employer identification number (EIN),
- Organization's annual tax period,
- The name and address of a principal officer, and
- A statement confirming the organization's annual gross receipts are normally \$50,000 or less.

What happens if you don't file? You risk losing your tax-exempt status! Any Lions Club that fails to meet its annual reporting requirement for three consecutive years automatically loses its tax-exempt status under the new law. As the filing requirement was effective in 2007, you could lose your tax exempt status at the end of the third year.

This is an electronic filing and can only be filed online for the current year.

If you need to file for a prior year, you must call the IRS to complete your filing.

For more information:

Go to www.irs.gov/eo for complete details and while you're there sign up for Exempt Organization's free email newsletter, EO Update, to receive up-to-date information posted on the charity pages of irs.gov. For local assistance, contact the legal department at LCI for any other questions you may have.

Beginning this year, if a club has not done its required filing with the IRS, it is in danger of losing its "tax exempt" status. A report is due out from the IRS in the near future that will list all organizations who have not done this required filing. If your club's name appears on the list, it is suggested that you contact LCI, Legal Department, and ask for their assistance to get your club current.

AS A REMINDER: "The club's EIN number must also be provided to the Legal department at LCI – contact the legal division at 630-203-3847."

Family Membership Information

The Family Membership Program is a permanent program that was ratified as part of the regular Lions Clubs International Constitution.

Who qualifies for the family dues structure?

For the purpose of the Family Dues Structure, "family" includes all members in and/or joining the same club living in the same household related by birth, marriage and other legal means, including such common family relations as parents, children, spouses, aunts/uncles, cousins, grandparents and in-laws of spouses.

How does the Family Dues Structure work?

Starting in fiscal year 2013-14 (July 1, 2013), new family members shall pay full entrance and charter fees. Qualifying family members, after the listed head-of-household, shall continue to be eligible for half (1/2) international dues.

Up to four more subsequent qualifying family members over the age of majority in the same household shall pay one-half of the standard annual dues (US \$21.50). For newly chartered clubs, the first family member shall pay the full charter fee (US\$30) and full annual dues (\$43.00). Subsequent qualifying members shall also pay the full charter fees and half the annual dues (US\$21.50).

Regarding Lions who are currently Life Members, the life member would be considered the "first member" and any members following shall pay half dues if they meet all requirements.

When to certify family units: The Family Unit Certification is to be completed when reporting new members using the Web Monthly Membership Report (MY LCI) or the Monthly Membership Report (MMR – paper version). Once a family unit is certified, recertification is only necessary when there is a change of address or membership status. The certifying of Family Units corresponds with the semi-annual per-capita billing cut-off dates of November 30 and May 31.

It will be up to each individual club to determine what they will charge a family member(s) for club dues who are not the primary member(s). At this time, the structure of mandatory State and District dues will not change as this requires an amendment to the Multiple and District Constitutions. This cannot take place until the next convention if an amendment is introduced for consideration by the delegates.

As each family unit will receive only one copy of the LION magazine under this plan, if additional family member wishes to receive a copy of the magazine, that member will have to apply for an individual subscription and pay for and maintain the subscription separately. The subscription price is US\$6/year for those living in North America, US\$12/year if mailed outside North America.

Certification of a member: It must be decided who is the head of the family unit, list the relationship, how the confirmation of the relationship was arrived and most importantly, the year of birth – certification will not be accepted without this information.

When does a Lion who has transferred into another club and is part of a family unit receive the Family Dues Rate? Lions transferring and becoming a member of a family unit need to be certified as part of a family unit in the club they are joining. The club secretary should follow established transfer guidelines and also submit a Family Unit Certification Form online/paper when entering/submitting the transferred member information. The transferring Lion will then be billed at the Family Membership Dues Rate on the next bi-annual billing.

New family members: In order to receive all the benefits of the Family Membership Dues Rate, as new family members are added to your club's roster, the Family Unit Certification must be completed. Lions Clubs International will not issue a credit to clubs who submit the Family Unit Certification after the new member has been added; in these cases the family membership dues rate would take effect with the next semi-annual per-capita billing cycle and the club will be billed for the new member's entrance fees.

Existing Lions: Existing Lions who are certified as 2nd, 3rd, 4th, or 5th members of a Family Unit by November 30th (or May 31st respectively), receive a reduced international dues rate on the January 1st (or July 1st respectively)-annual per capita billing.

Club Membership Cards

Individual Lions Club membership cards are now available online for those clubs doing their reporting on line. You can access them from the club reports page as follows:

- After logging in to MyLCI, click **Reports**
- Click **Print** next to **Membership Cards**
Choose the number of cards per page and whether you would like color or black and white
- Select the members you would like to print cards for
A counter will be displayed under the members selected list to show you the number of cards you will need
- Click **Run Report**

Any 8 per page or 10 per page business card labels can be used.

All of the information will be filled in except for the signatures.

After putting the business card stock in your printer, click the Adobe Print Icon

Important: Set Page Scaling None to ensure cards print correctly

- Click **OK**

Clubs that do not use MyLCI will still receive their cards in the mail.

Monthly Service Activity Reporting

As per information received from LCI when entering information on the Service Activity Report (SAR) there potentially is no incorrect answer, but guidelines are provided hopefully to explain to the public just how much good Lions Clubs provide.

- When entering information regarding attending an event and you have more than one member attending, list as one entry (i.e., seven members). Do not list each member separately.
- Do not list club minutes.
- You can list attendance at club meetings – but it is not mandatory.
- When listing a fund raising event – make sure the total amount of funds raised is listed on the line stating FUNDS RAISED (i.e., value of tickets sold, food sold, etc.)
- When listing a community service project and/or fund raiser make sure you take the time to list the number of Lion hours
- You calculate the total number of lions by an hour amount (i.e., 5 lions – 4 hours – total 20 hours)
- A club can also qualify for the CSC by making a contribution to LCIF – make the donation in any amount, and mark “donation to LCIF when entering the activity on the MyLCI Service Activity Report System.
- You also should mark on the check which of the four service action campaigns you are making the donation for. Such donations will qualify for meeting up to three of the four challenge areas of the CSC if a club earmarks their donation to a particular LCIF fund: Youth (Youth), Measles Initiative (Youth), Sight (Sight), and Disaster Relief (Hunger). LCIF will calculate the number served in these cases.
- The eligibility for a Melvin Jones Fellow (MJF) will be determined when a club makes the donation, not what they report on the SAR. So, if they put the funds toward the Youth or Sight areas, they will receive MJF credit. However, if they donate to Disaster Relief, it will not be counted towards Hunger since an overwhelming majority of the funds are not spent on food related items.
- For some service activities, like cleaning up a stream bank, it might be difficult to estimate the number served. There is no right or wrong answer of course. To help your club list a reasonable number of people served in these cases; the clean-up of a stream bank or road side can be based on the number of people who visit every year.
- Projects of more permanent types such as the construction of a park, playground, or an ongoing community recycling program can benefit the entire community, list the population of the town or the people living in the area where the event is being conducted (the club could contact the ward office or local governmental office to get some type of guestimate on the number of people living in the area.

Certificate of Excellence

Please note: All reports must be entered no later than July 15 of each year in order for a club secretary to print out a Certificate of Excellence with the signature of the current International President affixed, for activities entered for their year. The printing of this Certificate is done on the Service Activity front page by the deadline date of July 15!