



# Cabinet Secretary-Treasurer Manual

2011-2012

English

## *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.

## *Lions Clubs International Vision Statement*

**TO BE THE GLOBAL LEADER** in communities and humanitarian service.

## *Lions Clubs International Mission Statement*

**TO EMPOWER VOLUNTEERS** to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

## *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 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 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 to destroy.



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# Introduction

Congratulations on your appointment as cabinet secretary or treasurer, or secretary-treasurer!

The success of your district during the coming year will depend much on whether it has a effective secretary-treasurer. You can meet this challenge by being adequately prepared. Discuss your duties and plans with your district governor, talk at length with your outgoing secretary-treasurer, and attend orientation and leadership development sessions whenever possible.

The cabinet secretary-treasurer is part of the district leadership team. As secretary-treasurer, you are a representative of the district governor. Responding properly and promptly to all correspondence is vital to the success of your district and district governor team.

Team spirit is also essential since you will be working closely with the district governor and other district officers.

This manual contains the fundamental policies and guidelines of the association as they apply to your office. It combines the duties of cabinet secretary and treasurer. If your cabinet has separated these two positions as the cabinet secretary and the cabinet treasurer, use those sections of the manual that apply to your office.

# Duties of Cabinet Secretary-Treasurer

Official actions of the cabinet secretary-treasurer are under the supervision of the district governor. The specific duties are to:

- Keep an accurate and complete record of the proceedings of all meetings of the district governor's cabinet
- Forward copies of minutes promptly after each meeting to all members of the cabinet and to Lions Clubs International
- Collect the Monthly Membership Report from the clubs in the district each month and make copies for distribution to other district officers, if requested by the governor;
- Collect the stipulated per capita dues from the clubs in the district
- Deposit funds in such bank or banks as are designated by the cabinet
- Disburse those funds only on authorization of the cabinet
- Obtain bond for the faithful discharge of the duties in an amount set by the cabinet
- Submit a semi-annual financial report and such other special reports to the cabinet
- Submit all the books and accounts for audit whenever required by the cabinet
- Place in the hands of the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary-treasurer, immediately following the end of the fiscal year
- Perform such other duties as ordinarily pertain to the office of secretary-treasurer, and as are delegated from time to time by the district governor and the cabinet

## Cabinet Meetings

At least four annual meetings of the district governor's cabinet are held during the Lions year, the first of which is within 30 days after the International Convention. As soon as possible, the cabinet secretary-treasurer should ask the district governor for the dates of cabinet meetings.

For confirmation of attendance and accommodation requirements, notices should be mailed to cabinet officers two to three weeks prior to the date of the next meeting. An agenda with the date, time and place of the meeting and request for any written report from cabinet officers should be included with this notice. The secretary-treasurer is expected to help the district governor in preparation and printing of these agendas and notices.

## **The Minutes**

During the cabinet meetings, the secretary-treasurer will take minutes and distribute certain reports, as well as answer queries from cabinet members. The governor presides at the meetings.

The secretary-treasurer should prepare the minutes as soon as possible following each meeting. The minutes should be sent promptly to all the members of the cabinet and to Lions Clubs International, District & Club Administration Division. Some cabinets send courtesy copies to the multiple district council chairperson and secretary. An additional copy should be filed for the district records.

## **Reports**

When cabinet members are asked to provide a written report at the cabinet meetings, the cabinet secretary-treasurer may ask for sufficient copies for distribution to all members. Oral reports should be concise, factual and to the point.

The secretary-treasurer will also prepare a district budget for presentation at the first cabinet meeting. A financial statement covering the period just ended should be presented at each regular meeting so that the whole cabinet is aware of its financial state of affairs. This culminates into an end-of-the-year financial statement.

At each subsequent cabinet meeting, a report on the current expenses and income compared to the budget should be presented in addition to the usual financial report.

Cabinet members should be encouraged to ask questions about the details of the quarterly financial report. Explanation of the items is an important aspect of the presentation. Every cabinet officer should understand the district's finances. It is also an important aspect of leadership development within the district.

All general business items to be added to the agenda should be given to the secretary-treasurer in writing prior to the start of the meeting or, in some cases, e-mailed prior to the preparation of the agenda. The district governor will give final approval to the agenda.

## **Suggested Agenda**

Agendas for cabinet meetings will vary. A suggested agenda is listed below:

- Attendance
- Approval of minutes
- District governor's remarks
- First and second vice district governor's reports

- Correspondence received
- Cabinet secretary-treasurer's report
- District chairpersons' reports
- Region chairpersons' reports (if applicable)
- Zone chairpersons' reports
- General business

## **Working with the Governor**

Constant communication with the governor is very important. Much follow-up action will be required of the cabinet secretary-treasurer after helping the district governor set up the official visitation schedule.

The district public relations chairperson can assist with publicizing visits. Club presidents usually appreciate being given a short biography of the district governor so that club members and the community can learn something of the district governor prior to the visitation. Local newspapers may welcome an advance photograph of the district governor, which can be sent directly to the press by the cabinet secretary-treasurer or arranged through the club president. Club presidents should be reminded that inviting a representative of the local news media to the governor's official visit could be an effective way to publicize the Lions club and its service to the community.

The club president should meet the district governor upon arrival to inform him/her about the club and to mention details regarding arrangements the club has made for the official visit. As part of the advance liaison by the cabinet secretary-treasurer, the club president should be informed of the governor's special preferences.

## **Traveling with the District Governor**

Sometimes a district governor will ask the cabinet secretary-treasurer to make travel arrangements. If the cabinet secretary-treasurer actually accompanies the district governor on an official visit, it should be for a definite purpose.

# Constitution and By-Laws

The cabinet secretary-treasurer will need to refer frequently to the following publications, which can be found on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org):

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Standard Form District Constitution and By-Laws (LA-4)
- Standard Form Multiple District Constitution and By-Laws (LA-5)

If the district has not adopted its own constitution and by-laws, the Standard Form District Constitution and By-Laws will prevail.

Secretary-treasurers who become familiar with the above publications will gain a good working knowledge of how the association operates on all levels. A good cabinet secretary-treasurer should be able to answer any questions from club officers or members – or at least be able to tell them where they can find the answer. It is important that a Lion never be given a ruling or decision on any matter that cannot be substantiated by the various constitutions or manuals. When in doubt, refer the matter to the district governor.

## Correspondence

A major function of the cabinet secretary-treasurer is to handle cabinet correspondence properly and promptly. It is essential that all correspondence, including e-mails and faxes, be opened and read as soon as possible. If any of the correspondence is intended for another cabinet member, it should be forwarded immediately.

It is best to accumulate all correspondence received into one file so that the district governor can examine it and advise on subsequent action. The district governor may personally respond to the correspondence, or ask the cabinet secretary-treasurer to respond on behalf of the governor.

The following are some principles of being a good cabinet correspondent:

- Furnish a copy to your district governor, unless it is a routine matter
- Use a business style format and tone in correspondence
- Reply to all correspondence that seeks a response
- Acknowledge receipt of reports or information via email
- Give an exact quotation from an appropriate constitution and by-laws when writing about a legal or constitutional matter

## **Forms and Filing**

The district governor may wish to have a file on each club, with past Monthly Membership Reports, officers' reports and other data. The governor will probably continue to file current Monthly Membership Reports in those files. In addition, separate files will be needed for the governor's own correspondence and cabinet meeting documents. Certain forms or reports are handled by the district governor such as monthly travel and office expense claims for Lions Clubs International, reports on official visits, advisory meeting reports, etc. Lions Clubs International's monthly computerized list of the status of all club accounts within the district is sent to the district governor, and 1<sup>st</sup> and 2<sup>nd</sup> vice district governors. The year of formation of each club is on the LCI web site.

It is helpful that the governor keeps the cabinet secretary-treasurer fully informed on all the matters of importance, and gives the cabinet secretary-treasurer a copy of the correspondence to and from the governor as necessary.

### **Filing System**

Establishing a well-organized filing system is one of the most important responsibilities of the cabinet secretary-treasurer. For example, folders should be maintained for each of the following records:

- General information
- General correspondence
- Club rosters
- Cabinet meetings (including minutes)
- Charter nights/official visits
- Monthly Membership Reports
- Club Activities Reports
- International/district dues
- District bulletins/newsletters
- Paid invoices
- Awards/pins
- Clubs with problems

- Governor’s correspondence copies
- Conventions/conferences
- Region chairpersons’ reports/letters
- Zone chairpersons’ reports/letters
- Other cabinet members’ reports/letters

## Forms

Very few forms are used by the cabinet secretary-treasurer; however, the cabinet secretary-treasurer should retain a few of the basic club forms to help clubs in urgent need. Twelve blank copies of the Monthly Membership Report Form (C-23-A) and the Club Officer Reporting Form (PU-101) are sent to club secretaries only if the club does not submit those reports electronically. These forms are also available on the association’s Web site for downloading. Clubs are encouraged to file these forms online through the association’s membership Web site.

### Monthly Membership Report (MMR)

**Monthly Membership Report (MMR) - (C-23-A):** Every Lions club uses this form to report monthly membership changes. The report is submitted to International Headquarters either by mail, fax or online through a password-protected membership site on the association’s Web site. Requests for passwords or questions can be directed to [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org). Refer to the Complete Reference Guide located on the Web site for answers to any questions.

Paper reports (MMR) are due at International Headquarters by the 20<sup>th</sup> of the current month.

Electronic versions of the Monthly Membership Report, or WMMR (Web Monthly Membership Report), must be filed by 12:00am Central Standard Time, by the last day of the current month.

A chart of the dates that a report can be filed is shown below:

<u>Month</u>	<u>MMR Reporting</u>	<u>WMMR Reporting</u>
July	July 1 – July 20	July 1 – July 31
August	August 1 – August 20	August 1 – August 31
September	Sept 1 – Sept 20	Sept 1 – Sept 30
October	Oct 1 – Oct 20	Oct 1 – Oct 31
November	Nov 1 – Nov 20	Nov 1 – Nov 30
December	Dec 1 – Dec 20	Dec 1 – Dec 31
January	Jan 1 – Jan 20	Jan 1 – Jan 31
February	Feb 1 – Feb 20	Feb 1 – Feb 28
March	March 1 – March 20	March 1 – March 31
April	April 1 – April 20	April 1 – April 30
May	May 1 – May 20	May 1 – May 31
June	June 1 – June 20	June 1 – June 30

As a club makes changes to their membership online, the changes occur automatically. Changes can continue to be made online throughout the month. The report is cut off on the last day of each month, and no further changes can be made for that month. Additional changes must be included in the next month's report.

**PLEASE NOTE:** A club cannot file future reports months in advance. If a month's report is missed, the transaction should be included in the next month's paper report submission or online report (WMMR.)

Either the paper or electronic Monthly Membership Report **must be submitted each month** even if there are no changes in membership.

Clubs can submit other various forms electronically. For more details, please contact the Information Technology Division at International Headquarters at [it@lionsclubs.org](mailto:it@lionsclubs.org).

### **Club Officer Reporting Form (PU-101)**

The cabinet secretary-treasurer may compile information for the district or multiple district directory based on the district governor's copies of the PU-101 form. This form can be submitted on paper or through the membership reporting area of the association's Web site no later than May 15. Club officers must have a unique email address in their LCI member record in order to create a password. Failure to submit this form means the club will not be included in the international or multiple district directories.

The names of clubs that have not filed a PU-101 form are available on the association's Web site. A password is not required to view this information. To locate the information:

- Click the Submit Membership and Activity Reports icon on the Web site's home page
- Log in to the appropriate portal
- Select Membership Reports on the left hand side
- Click on Missing Club Officers
- Select year, month and district

### **Amendments to PU-101**

Some clubs, unfortunately, do not immediately report changes in club officers, along with their full addresses, phone and fax numbers, email address and spouses' names. Consequently, there is a break in communication. Club secretaries should report changes to International Headquarters. The information should be sent to the Information Technology Division [it@lionsclubs.org](mailto:it@lionsclubs.org).

## **Club Rosters**

A roster of club presidents and secretaries in a district may be prepared and given to the district governor, the cabinet secretary-treasurer and to each member of the district cabinet. Some districts prefer printing their own complete rosters or directories with full addresses and phone numbers (from Lions Club's Officer Reporting forms), and distributing them to cabinet members and all club presidents and secretaries. Club rosters are also available from the membership Web site WMMR, of the association's Web site. So that everyone can update the district directory, the district governor should include any changes in contact information in the monthly bulletin, newsletter or send via email.

## **Other Documents**

Other documents may be initiated by the cabinet secretary-treasurer as deemed necessary. These documents might include:

- Calendar of events for governor's visits and appointments
- Tracking form of Monthly Membership Reports and the Annual Activities Report
- An organization chart for the district cabinet
- A list of cabinet members' visitations
- A biography of the district governor, first vice district governor and second vice district governor
- A complete roster of all members of the cabinet with spouses' names, addresses, phone numbers, fax numbers, and E-mail addresses
- A list of dates for all charter nights in the district
- A list of notable club anniversaries for the year (examples: 25, 50, 75)

## **New Banking Arrangements**

If the outgoing cabinet secretary-treasurer still has outstanding invoices to pay, it would be wise to reserve an amount to pay the bills. The new cabinet secretary-treasurer should arrange for new authorized signatures at the current bank or make banking arrangements to deposit the transferred funds with a conveniently located bank. The arrangements to change banks must be approved by a formal motion at the first cabinet meeting.

### **Procedure**

The cabinet secretary-treasurer should obtain a new bankbook and bank deposit pad, along with new cash journal and club ledger forms. If the cabinet is to collect money from projects over a period of several months, it can increase its revenues by having two bank accounts: a savings and a checking account. Monies not required in the near future should then be deposited in the savings account.

### **Transfer of Funds**

Before the end of the fiscal year, the outgoing administration should reserve some of its funds for the incoming administration. This will help the newly appointed cabinet secretary-treasurer to meet initial expenses incurred in preparing the new cabinet roster, printing of stationery, etc.

## **Budgeting and Other Financial Duties**

### **District Budget**

Prior to taking office, the secretary-treasurer will most likely be asked to assist the district governor in preparing the district's budget for the upcoming year. The budget should reflect the usual income and expense items.

Self-supporting functions and activities should also be included in the budget. All district financial activities should be previewed. The secretary-treasurer may want a more detailed budgetary analysis of the district governor's administrative expenses such as postage, telephone, and miscellaneous items.

This budget, with cumulative income and expense reports, is to be presented at each cabinet meeting. Any adjustment to the budget requires cabinet approval.

The following is a sample budget:

**Anticipated Income**

1,250 members at \$6.00 .....	\$7,500.00
100 midyear new members at \$3.00 .....	300.00
	_____
<b>TOTAL</b>	<b>\$7,800.00</b>

**Anticipated Expenses and Allocation of Funds**

District Newsletter (\$2.00 per member) .....	\$2,500.00
Travel, meals, accommodations for council .....	1,400.00
Cabinet meeting lunches .....	600.00
Subsidy for district officers' travel (60¢ per member).....	750.00
Badges, banners, awards, etc. ....	600.00
Printing and stationery .....	400.00
Funerals, memorials .....	200.00
District governor's administrative expenses .....	500.00
Cabinet secretary's administrative expenses .....	500.00
Miscellaneous in reserve.....	350.00
	_____
<b>TOTAL</b>	<b>\$7,800.00</b>

## **Cabinet Funding**

The cabinet's only source of revenue is the semi-annual per capita assessment of members in the district. This amount is normally established by a resolution voted upon at a district or multiple district convention.

Some districts ask each of their clubs for **voluntary** per capita contributions during the beginning of the year.

## **Personal Expenses**

The cabinet secretary-treasurer must be prepared personally to pay for some of his or her own expenses. Keep in mind, though, that the greatest reward at the end of the year will be the immense satisfaction of having done your best for the district and having given the governor the fullest support.

Some of the personal expenses that the secretary-treasurer will likely incur include:

- Long distance telephone calls (some may be reimbursable)
- Attendance at charter nights
- Accompanying the district governor on official club visitations

## **District Expenditures**

All bills should be accumulated in one file so the district governor can inspect, initial, date and mark them to be paid. If the district governor has delegated certain financial duties to the cabinet secretary-treasurer, the governor still retains the direct responsibility to the cabinet for district finances. This authority stems from the election of the governor at the local convention and from the governor's induction by the international president.

## **Keeping the Books**

The district governor should have access to a precise and clear financial picture of the district at any time. This is why it is essential that the cabinet secretary-treasurer keep the books up-to-date each week.

Two actions that usually follow expenditures are:

1. The check number is put on each paid invoice for future identification
2. The invoices are filed according to check number (this is suggested to assist the auditor at the close of the fiscal year)

## **Money Received**

The following is a suggested procedure for recording monies received:

1. As payments arrive from the clubs, post the entries in a ledger
2. Enter the totals on the cash journal sheet. For each day, show the breakdown of how the money received is credited. Use the balance of the cash journal sheet to keep current records of how the money is spent in each fund
3. Be sure that all entries are made on a timely basis, or they will accumulate and become a tedious task
4. Deposit checks on a timely basis in the district account
5. Determine monthly balances in the account book; otherwise mistakes in posting will be too difficult to locate

Insist that all chairpersons who are authorized to disburse funds report the expenses that they incurred. A bill or receipt should be obtained for all money spent so it can be properly reconciled with the secretary-treasurer's check stubs

## **Billing of Clubs**

Billing of clubs is a major function of the cabinet secretary-treasurer. The procedure will vary from cabinet to cabinet. Here is a suggested procedure:

1. Make a master list of all clubs in the district
2. Determine dues for each club. Prepare and mail invoices to each club secretary; be sure to include dues for multiple district fees if this applies
3. In five months, before the second billing, prepare a list that shows current total payments by all clubs in case any previous charges remain unpaid

## **Overdue Payments**

Clubs that are overdue in payment of semi-annual dues are often best approached by a personal phone call rather than by a letter. The zone chairperson should be asked for assistance in these matters.

## **Payment of Dues and Monthly Accounts**

The cabinet secretary-treasurer usually assists the district governor in monitoring payments of dues by clubs. Every club must collect in advance all their semi-annual dues (international,

multiple district and district) from its members by May 1 and November 1 respectively. It is a constitutional requirement that payments must be made by the established due dates.

A club may automatically be “suspended” if its account with Lions Clubs International has a past due balance of over US\$1000, or US\$20 per member, whichever is less, over 120 days old. A suspended club must pay the outstanding balance in full, or commit to a payment plan and make monthly payments to avoid automatic charter cancellation. Working with the district governor and zone chairpersons closely and promptly could prevent unnecessary charter cancellations of the suspended clubs within the district.

### **District Governor Recap of Accounts**

The cabinet secretary-treasurer and the district governor ensure club accounts are kept up-to-date throughout the year with the help of the Recap of Accounts report sent to each district governor monthly by International Headquarters. This report is received four weeks after the period it covers. The report shows the amounts owed by each club in the district according to each of the current and overdue categories.

### **Club Health Assessment**

The Club Health Assessment is sent to the district team the second week of each month and includes information on membership, reporting, payments and donations in one comprehensive report. Problem areas appear in red. Areas where the clubs have demonstrated outstanding progress appear in green. The report is a critical tool for allowing the district team to better monitor club progress.

### **Audit of District Books**

Auditing of the cabinet secretary-treasurer’s records should be done as soon as possible at the closing of the fiscal year so that the incoming secretary-treasurer will be able to open the bank accounts and prepare the record without delay. Here is the recommended procedure of audit:

1. The incoming secretary-treasurer receives the audited books, records and funds from the outgoing cabinet secretary-treasurer. This should be done in a personal way at a mutually agreed-upon time and place so that the incoming secretary-treasurer can fully understand the situation
2. The audited financial statement is presented at the first cabinet meeting, and copies are forwarded to clubs according to requirements of the multiple district constitution
3. At the close of the year, determine whether there are outstanding expenses for which invoices have not been received so that the auditor may be properly instructed regarding the accounts that are either payable or receivable
4. At the close of the fiscal year, immediately deliver to the auditor all of the books of account, checkbook, canceled checks, monthly bank statements, minutes for the year and a copy of the budget

# Ordering Supplies

There will be a few instances when the cabinet secretary-treasurer will have to order supplies for the cabinet, either from International Headquarters or another Lions Clubs International supply office. All billings will be sent to the cabinet secretary-treasurer, and to no one else. It is important that the cabinet secretary-treasurer is the only one who does the actual ordering. Shipments should also be made to the cabinet secretary-treasurer so that their contents can be checked and follow up can occur for back orders.

## District Directory and Newsletter

### District Directory

Many districts and multiple districts have their own directory, which can do much to speed communication. It is imperative that a directory has correctly spelled names and accurate addresses, telephone and fax numbers, and e-mail addresses.

Here is a sample table of contents:

1. Alphabetical listing of clubs with region and zone
2. Name, address, home and business telephone, fax numbers and e-mail addresses of each cabinet member
3. Name, address, home and business telephone, fax numbers and e-mail addresses of committee chairpersons
4. A region listing that includes:
  - a. Name, address, telephone, fax numbers and e-mail addresses of region chairpersons, zone chairpersons, club presidents and club secretaries
  - b. Time, place and date of club meetings
5. Name, address, telephone and e-mail addresses of:
  - a. Lions Clubs International
  - b. Current and past international officers from the district
6. Name, address, telephone, fax numbers, e-mail address and year served of each past district governor of the district

## **Administrative Suggestions for Producing a Directory**

The following points should be kept in mind before compiling a directory:

- Advise clubs well in advance that they are required to furnish details for the directory. Much of the club information can be obtained from the PU-101 form
- Clubs that do not receive a directory should be told in a district newsletter how one can be obtained
- Clubs may be charged for a directory. The charges could be included in the statement of semi-annual dues to clubs
- Include name of spouse in directory when appropriate

## **District Newsletter**

The district newsletter or bulletin is an excellent way to communicate with clubs in the district. It might be written and published by the district governor, the public relations chairperson or the cabinet secretary-treasurer.

The following suggestions will be helpful in producing a district newsletter:

- Find a simple and inexpensive way to print the newsletter. There are many different ways to provide information to members, including e-mail
- Make the newsletter easy to read
- Give precedence to news of future events and projects:
  1. Upcoming club and district projects
  2. Upcoming seminars and conferences. Mention the International Convention and Lions Leadership Institutes months in advance
  3. Calendar of district governor's official visits
  4. Calendar of installation dates
- Mention names wherever possible
- Provide details of newly formed clubs
- Show membership statistics taken from Monthly Membership Reports
- Report summaries of important cabinet decisions

- Schedule all bulletin mailing dates and make sure this schedule is always met. Many districts e-mail the monthly newsletter to clubs
- Courtesy copies are usually mailed to the multiple district council chairperson and secretary, and to other district governors in the multiple district

## **Annual Conventions**

The district and multiple district conventions are very important for the cabinet secretary-treasurer. The cabinet secretary-treasurer should encourage his/her successor to attend the multiple district convention prior to taking office to observe the registration and certification of club delegates. These procedures are normally the cabinet secretary-treasurer's responsibility at the district convention.

Because conventions are the decision-making bodies within their respective areas, the secretary-treasurer should encourage all clubs to realize that these gatherings are not mere festivities.

At conventions, Lions can most effectively exert their wishes through the democratic process. Therefore, it is very important that conventions be planned so delegates and other Lions are fully involved in all events. Ample time should be provided for open discussions, and delegates should be encouraged to speak up during the business sessions.

## Lions Clubs International Payment Instructions

After the club's board of directors has approved the monthly statement, the club treasurer is responsible for submitting the appropriate payment to the association's bank account. In all instances, please write the complete club name, club six-digit number, and the purpose of the payment on the front of the check or deposit slip. **The club number and the complete club name are the most important pieces of information to include with the club payment.**

- **US DOLLAR PAYMENTS** - When making payment with a US dollar draft drawn on a United States bank or branch, the payment should be mailed to the association's lockbox (**Note:** Please do not write deposit information on the back of a check):

The International Association of Lions Clubs  
35842 Eagle Way  
Chicago, IL 60678-1358 USA

- **CANADIAN PAYMENTS** – When making a payment with a US dollar check on a Canadian bank or a Canadian check on a Canadian bank, the payment should be mailed to the association's lockbox:

The International Association of Lions Clubs  
P.O. Box 2425, Station "A"  
Toronto, Ontario, Canada  
M5W 2K5

- **US DOLLAR WIRE TRANSFERS** – When making payment with a US dollar wire transfer, the funds should be wired to the following association account:

JP Morgan Chase Bank, N. A.  
131 South Dearborn Street – 6<sup>th</sup> Floor  
Chicago, IL 60603 USA  
Swift Number: CHASUS33  
Routing ABA #: 0210 0002 1  
Account Number: 105732  
Beneficiary Name: International Association of Lions Clubs

- **NON-US DOLLAR PAYMENTS** – When making a payment with a non-US currency draft or wire transfer, the funds should be deposited in a local country association bank account. The local country association bank account location and account number can be obtained from your district governor, Accounts Receivable and Club Account Services Department or the International Association's Web site. If there is no local association bank account, contact the Accounts Receivable and Club Account Services Department at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org)

Clubs submitting US dollar wire transfers or non-US currency drafts or wire transfers should fax deposit information to the Accounts Receivable and Club Account Services Department to ensure accurate and timely crediting of payments. Include a copy of the wire or deposit slip along with the club name, club six-digit number, amount to be credited to the club account and purpose of payment.

Direct any inquiries concerning the club's account to the Accounts Receivable and Club Account Services Department. The fax number is 630-571-1683. The e-mail address is [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org).

## **Lions Clubs International Foundation (LCIF) Payment Instructions**

In order to ensure that your donation reaches LCIF, it is crucial to indicate that the donation is intended for LCIF.

US dollar checks drawn on US financial institutions as payments to LCIF should be mailed to:

Lions Clubs International  
Department 4547  
Carol Stream, Illinois 60122-4547  
USA

US dollar wire transfers intended for LCIF should be sent to:

Lions Clubs International Foundation  
JP Morgan Chase Bank, N.A.  
131 South Dearborn Street – 6<sup>th</sup> Floor  
Chicago, IL 60603 USA  
Account Number: 754487312  
Routing ABA #: 0210 0002 1  
Swift Code: CHASUS33

Please specify on the wire instructions that the donation or payment is intended for LCIF. Please include complete payment or donor information. Notify LCIF via e-mail, [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org) or fax 630-571-5735 of an incoming wire transfer.

The following options are available for non-US dollar donations or payments:

- US dollar wire transfers
- US dollar deposits made to an LCI US dollar bank account
- Non-US currency deposits made to a local LCI bank account
- Credit card payments charged in US dollars only

## Other Financial Information

The association's Web site contains valuable information about:

- Exchange rates
- Payment instructions
- Unidentified deposits

To access any of these pages, log on to [www.lionsclubs.org](http://www.lionsclubs.org) and click on the preferred language, Member Center, Resources, Finance. Then select the page needed.

Exchange rates are updated on the 1<sup>st</sup> of every month and the unidentified deposits are updated on the 15<sup>th</sup> of every month.

Statements sent to club treasurers contain the monthly Lionistic rates of exchange. Remember, if a payment is made in subsequent months, the association's Web site posts the current month's rate of exchange.

Unique payment instructions, by country, are sent with the monthly statements of accounts. Payment instructions are also available on the association's Web site.

Sometimes a payment cannot be identified. The payment information is given to the district governor. Unidentified payments are also posted on the association's Web site. Contact the Accounts Receivable and Club Account Services Department [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) with proof of payment for payments that are not credited to the club's account.

A Lions 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 suspended, including the suspension of the club's charter, and all the rights, privileges, and obligations of the Lions club. Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status. Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

In the event the club does not acquire good standing, as defined by board policy, on or before the 28<sup>th</sup> day of the month following suspension, the club's charter will be automatically cancelled. The cancellation of a club for financial suspension may be rescinded within 12 months from the date of the cancellation, in the event the club has paid their account balance in full and a completed reactivation report is received.

## **Organization of International Headquarters**

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, [www.lionsclubs.org](http://www.lionsclubs.org).

The website is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

### **Club Supplies and Distribution Division**

**E-mail:** [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org)

Responsible for inventory, marketing and distribution of club supplies worldwide. Responsible for association mail operation. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

### **Convention Division**

**E-mail:** [convention@lionsclubs.org](mailto:convention@lionsclubs.org)

Develops, manages and coordinates all logistics and major activities relating to the International Convention, DGE Seminar and International Board of Directors meetings.

### **District and Club Administration Division**

**E-mail:** [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team, and Club Excellence Awards and supports club development by providing clubs with the e-Clubhouse and Certified Guiding Lions program (Club Rebuilding Awards). The English Language Department serves as an important communication resource for district governors.

### **Extension and Membership Division**

**E-mail:** [extension@lionsclubs.org](mailto:extension@lionsclubs.org)

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention initiatives.

### **Finance Division**

**E-mail:** [finance@lionsclubs.org](mailto:finance@lionsclubs.org)

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

## **Information Technology Division**

**E-mail:** [it@lionsclubs.org](mailto:it@lionsclubs.org)

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, and the preparation of financial, statistical, inventory and membership reports. Issues passwords to clubs, district and multiple district officers.

## **Service Activities Division**

**E-mail:** [programs@lionsclubs.org](mailto:programs@lionsclubs.org)

Responsible for researching, planning and developing activity-related programs. Implements board directives related to activity programs..

## **Leadership Division**

**E-mail:** [leadership@lionsclubs.org](mailto:leadership@lionsclubs.org)

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities (Leadership Resource Center: <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php> and curriculum tools and resources for local use..

## **Legal Division**

**E-mail:** [legal@lionsclubs.org](mailto:legal@lionsclubs.org)

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

## **Lions Clubs International Foundation (LCIF)**

**E-mail:** [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

Responsible for administration of the foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. The Foundation also manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition. .

## **Public Relations and Communications Division**

**E-mail:** [pr@lionsclubs.org](mailto:pr@lionsclubs.org)

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and *LION* Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials. Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association.



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*We Serve*

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**The International Association of Lions Clubs**

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