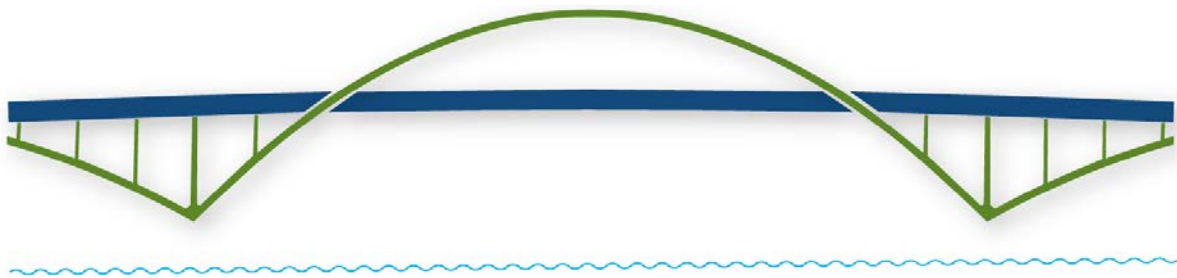


VIRTUAL LIONS TRAINING

2020 - CLUB SECRETARY

e-PARTICIPANT MANUAL (PM)

Building a Bridge into the Future!



What is the future we want to create?

What is the bridge we want to build?

SESSION OBJECTIVES

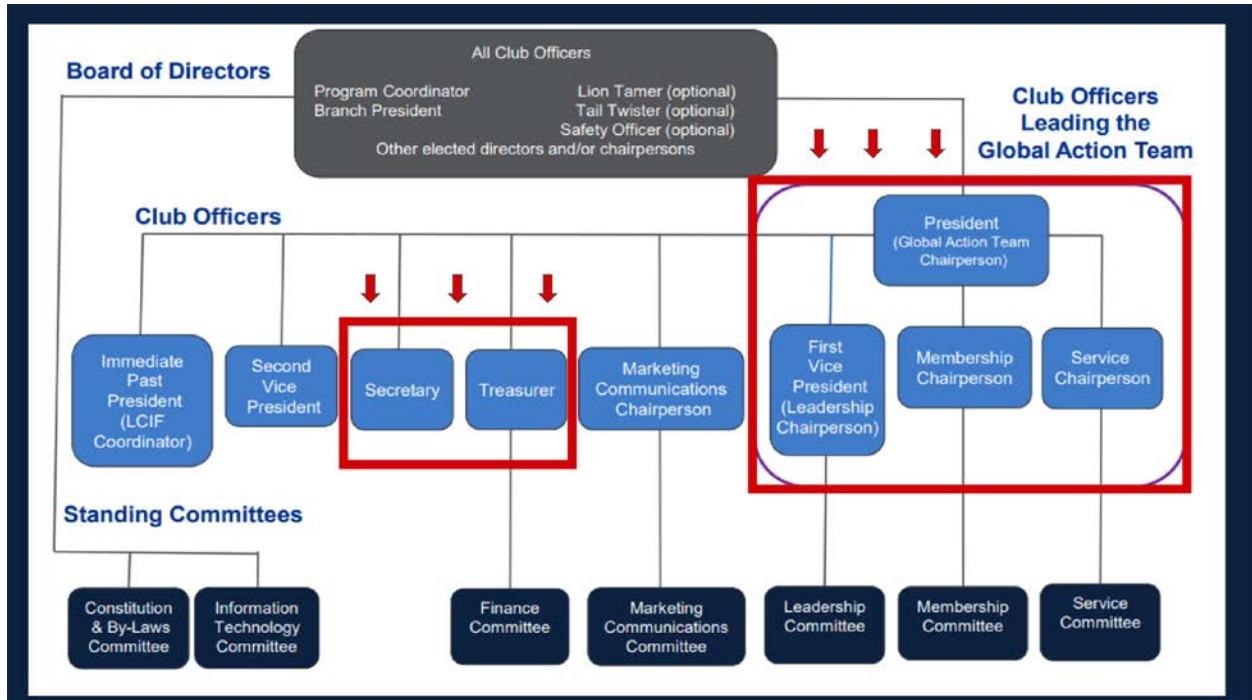
At the end of this session, participants will be able to:

- Summarize the responsibilities of the club secretary
- Explain the timelines for various responsibilities
- Access additional resources as needed
- In the Second Module you will be shown how to input data into MyLCI & MyLion

PRE-ASSIGNMENT

Print Participant Manual (PM) for note taking.

Club Organizational Chart



SECRETARY ROLES AND RESPONSIBILITIES

The Club Secretary shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district in which this club is located, and the association. The responsibilities for this position shall be as follows:

- (a) Consult with the new president regarding plans, projects, program and committees; and together prepare a calendar of events for the year.
- (b) Submit regular monthly and other reports to the international office of the association containing such information as may be called for by the board of directors of this association.
- (c) Submit to the district governor's cabinet such reports as it may require.
- (d) Be an active member of the district governor's advisory committee of the zone in which the club is located.
- (e) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, members club accounts.
- (f) Ensure that Monthly Membership Reports are submitted in MyLCI every month.
- (g) Ensure that your clubs' Monthly Activity Report is updated in MyLion every month.
- (h) Regularly check your membership details, addresses, phone numbers, e-mail address, etc. for correction and updating, include any changes in the monthly membership report.
- (i) Report new club officers immediately after elections in MyLCI.
- (j) Provide appropriate notice to members for meetings
- (k) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.
- (l) Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the club to his/her successor in office.

**Remember that secretaries' responsibilities vary
according to regional practices and established club procedures.**

Club Secretary Calendar

JULY	AUGUST
Submit July Membership Report using MyLCI Submit online Service Report using MyLion Submit application for previous Club year President’s Excellence Award & district awards Verify Sales Tax Exemption is on file	Submit August Membership Report using MyLCI Submit online Service Report using MyLion Attend club officer training Attend District 17-N Cabinet Meeting
SEPTEMBER	OCTOBER
Submit September Membership Report using MyLCI Submit online Service Report using MyLion Attend zone meeting	Submit October Membership Report using MyLCI Submit online Service Report using MyLion
NOVEMBER	DECEMBER
Submit November Membership Report using MyLCI Submit online Service Report using MyLion Attend District 17-N Cabinet Meeting Attend zone meeting Record 990n was filed by November 15 in minutes	Submit December Membership Report using MyLCI Submit online Service Report using MyLion Review & Update member information on MyLCI Review with BOD members with unpaid dues Record Incorporation Report was filed by December 15 in minutes
JANUARY	FEBRUARY
Submit January Membership Report using MyLCI Submit online Service Report using MyLion Attend District 17-N Cabinet Meeting Attend zone meeting	Submit February Membership Report using MyLCI Submit online Service Report using MyLion
MARCH	APRIL
Submit March Membership Report using MyLCI Submit online Service Report using MyLion Nomination of officer candidates Attend District 17-N Convention	Submit April Membership Report using MyLCI Submit online Service Report using MyLion Election of officers using MyLCI Submit online Officers Report
MAY	JUNE
Submit May Membership Report using MyLCI Submit online Service Report using MyLion Reminder: Report new officers using MyLCI	Submit June Membership Report using MyLCI Submit online Service Report using MyLion Attend District 17-N Cabinet Meeting Attend MD-17 Convention Installation of new officers Review & Update member information on MyLCI Transition meeting with new secretary Review with BOD members with unpaid dues

Note: Submit Monthly Membership Report using MyLCI every month even if there are no changes

SUMMARY OF SECRETARY DUTIES

On a Monthly basis, you will:

- Attend club and board meetings
- Submit Monthly Membership Reports using MyLCI
- Submit Activities Report using MyLion
- Keep member records up-to-date
- Respond to or send out any letters or correspondence

On a Quarterly basis, you will:

- Attend zone meeting with the club president
- Report to the president and board any delinquency issues and actions taken to collect funds due

Twice yearly, you will:

- Confirm your list of members agrees with LCI's records
- Confirm members information on MyLCI is up to date. Including contact information. Provide e-mails if possible.
- Work with club treasurer to issue semiannual dues statements to each member and reconcile other financial obligations owed to the club (your club may choose to do this quarterly or annually) This varies by club

MEETING DUTIES

Before the meeting ...

- Provide members with advance notice of meeting dates/times.
- In conjunction with the president, create a meeting agenda.
- Assemble any correspondence to give to appropriate chairpersons or members.
- Prepare awards and new member kits if necessary.
- Prepare club roster for taking attendance.

During the meeting ...

- Take attendance
- Record meeting minutes in detail to provide a business history of the club.
- Gather activity information from committee chairpersons
- Ask new members to fill out appropriate forms
- Document any guest speakers, non-Lion visitors and visiting Lions

After the meeting ...

- Record attendance
- Record awards presented
- Assist treasurer with dues processing upon request
- File and distribute a copy of the meeting minutes
- Receive new membership applications and present to board for approval
- Follow up on any outstanding issues from the meeting

TAKING MINUTES

Typically, information to record includes ...

- Type of meeting (regular, special or board)
- Club Name
- Date and place of meeting
- Name of person presiding over meeting
- Whether previous meeting minutes were approved
- All motions, their movers and whether the motions were sustained or lost
- All points of order and appeals and whether they were sustained or lost
- Time the meeting was called to order and adjourned
- Names of board members (for board meetings)

Minutes are meant to record what the club does and NOT what members say during the meeting. Therefore, any debate or discussion is considered informal and not recorded

- Debate is considered informal and not recorded
- Generally, the name of the member making a motion is recorded; the one who seconds is optional.
- Record the wording of motions as they were moved, and the outcome of the motion if it carried or lost.
- When a vote is taken by ballot, the number on each side should be recorded
- 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. Proper terminology and form are important when recording minutes.

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

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

TAKING ATTENDANCE:

- The secretary must keep an accurate log of attendance for the year
- Attendance may be taken by calling out the list of member’s names, quietly recording names in a log, or having members check in on an attendance sheet
- A quorum is the minimum number of members required at a meeting for the transaction of business. Usually a quorum is the majority of members. The secretary must announce whether or not a quorum exists.

CLUB RECORDS

General Information: It is important that accurate club records are maintained including correspondence, minutes of board meetings, decisions made at club meetings, members' service and attendance, monthly membership and monthly activity reports, membership nomination forms, transfer member forms, District return forms, applications for key awards, attendance awards, copies of club bulletins and other publications produced for or by the club.

Members Attendance Records: A record of attendance should be maintained so that details of member's attendances can be verified. An attendance record sheet in the secretary's record book could be used for this purpose.

Members Record of Service: A record of club service form may be added to the secretary's record book which allows the recording of member's personal details, history of club service and awards.

As the secretary, keep the following club files accurate and up to date:

- The minutes of all club and board of directors' meetings
- Activity and service reports (coordinate with club service chairperson)
- Annual reports of club officers and committees
- Roster of club members
- The constitution and by-laws
- The club history

Maintain the Club Business Records - for general membership, committee, and board meetings.

- Agendas and minutes should be retained after club meetings and board meetings.
- Collect, distribute, and retain committee reports for permanent meeting records.
- Maintain full documentation of all key business operations, including minutes, agendas, committee reports, financial statements, elections, and membership applications.
- You may be asked to also retain and file financial documents or legal documents along with meeting minutes. Be aware of and prepared to keep financial or legal records.
- Maintain necessary documentation for local taxing or registering bodies.
- Maintain copies of all contracts and legal documents.

Record keeping should be simple and logical so records can be easily recovered when they need to be updated or reviewed.

Kept all records for 7 years. Archive historical club records for club history.

You should make a habit of reviewing and updating Member's Personal Information using MyLCl on a regularly basis (At least twice a year).

The District Governor's Advisory Committee

The Zone Meetings generally focus on the implementation of service projects, club management, membership growth and leadership development. While the main objective is to provide club officers a forum for discussion, the meeting also provides the zone chairperson the opportunity to gather recommendations that can be shared with the district governor team.

The district governor's advisory committee comprises:

- The zone chairperson
- The club presidents, first vice presidents and club secretaries within the zone
- The club membership or service chairpersons within the zone (optional)

What does the committee do?

- The district governor's advisory committee is expected to meet at least three times annually.
- Ensures that every club is operating effectively, following the International Constitution and By-Laws and policies, and meeting the needs of its members.
- Ensure that clubs provide meaningful service, inspire membership growth and leadership development.
- This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district.
- Promotes the programs offered by the district, multiple district and LCI.
- Promotes inter-club meetings and encourage clubs to attend charter nights and other district events.
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Members should Be prepared to talk about
 - Number of members, added & dropped
 - Recent service & fundraising projects
 - Future plans for service and fundraising

The benefits of attending these meetings are:

- Allows you to exchange ideas regarding programs, projects, fundraising, and membership issues
- Offers a forum for establishing cooperative relationships between clubs
- Gives you the opportunity to meet other Lions in your area

RESOURCES

You can gain additional insight and information by familiarizing yourself with the documents and training material on the following webpages.

Lions Clubs International

<https://www.lionsclubs.org/en>

Sign-in page for your Lion Account

<https://mylci.lionsclubs.org/>

Landing page for MyLion, MyLCI, Learning Center, and Lions Store

Lions University

<https://lionsuniversity.org/>

Go to the Register button on the lower right side of the screen.

Kansas Lions Website

<https://kansaslions.org/>

Kansas Lions Secretary Page

<https://kansaslions.org/club-secretaries>

Kansas District 17-K

<https://kansaslions17k.org/>

District 17-K Training Page

<https://kansaslions17k.org/lions-training/>

Kansas District 17-A

<https://kslionsdistrict17a.org.>

Includes various leadership opportunities.

Kansas District 17-N

<https://kslions17n.org/>

Training links

<https://kslions17n.org/md-17-treasurer-training/>

Lions Clubs International Secretary Links

Club Secretary Page

<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-secretary>

Club Secretary e-book

<https://www.lionsclubs.org/resources/79864207>

Club Quality Initiative

<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-quality-initiative>

Club Excellence Awards

<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-excellence-awards>

Membership Cards Information

https://temp.lionsclubs.org/EN/pdfs/MembershipCardInformation.pdf?_ga=2.173109280.2035704523.1598308119-280574745.1596486504

New Membership Application

https://temp.lionsclubs.org/EN/pdfs/me6b.pdf?_ga=2.248796932.2035704523.1598308119-280574745.1596486504

Family Unit Certification Form

<https://www.lionsclubs.org/resources/79864009>

Club Secretary MyLCI Training FAQs

<https://www.lionsclubs.org/resources/79860699>

Involve a Veteran Certification Form

<https://www.lionsclubs.org/resources/87702403>

Standard Constitution & By-Laws

https://cdn2.webdamdb.com/md_s9cBXSE710Y0.jpg.pdf?v=1

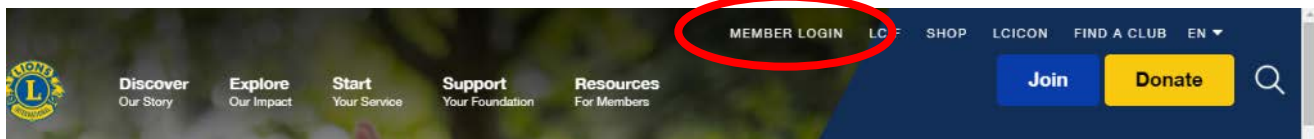
LCI Board Policy Manual

<https://www.lionsclubs.org/en/resources-for-members/resource-center/board-policy-manual>

LOGGING IN TO MYLCI

Setting up your account:

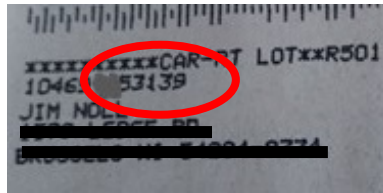
- Go to the LCI web site at <https://lionsclubs.org>
- At the top of the Home page there should be a title that says, “MEMBER LOGIN” (see below)
 - Pick on this text



- On the next page, if you are already set up with a Lion Account you can enter your User Name (UN) & Password (PW) in the left side box under SIGN IN
- If you need to set up a Lions Account, pick the “REGISTER” box in the right-side REGISTER box (see below). Once you have set up your account, you will always use the left side SIGN IN box.



- There is some information you will need to have ready in order to set up your account. You will need:
 - Your Lions member ID number
 - Your birthdate
 - Your email or mobile phone #
 - The password you will want to use.
- If you do not know your member ID number and cannot get it from MyLCI or your secretary, you have a couple of choices:
 - Your member ID # is in the mailing label on your LION magazine. It is usually a 6-8 digit number. The 5-digit number that may be to the left is your club #.



- Lions can email their club secretary or someone else you know in a leadership role in the district (i.e. district governor) who has access to MyLCI and they can look up your member ID #.
- **IMPORTANT:** Your birthdate and email or mobile number **MUST** match what LCI has on file in their database **exactly**. This has been one thing that has caused users to not be able to set up their Lions Account. The exact match is what LCI uses to help verify it is actually you setting up the account.
- Follow the prompts to finish your registration

SELECTING THE MYLCI TOOL:

Once you have your Lions account set up and can login, you will get to the “Member Portal” (see below).



Getting into MyLCI is as simple as clicking on the MyLCI icon.

TIP: If you are in MyLCI and want to jump back to the Member Portal screen, at the very top left of the MyLCI screen pick “Return to your Lion Account” (see below)



Lions Clubs Dues Breakdown 2020-2021

Lions Clubs International **annual** per capita dues:
Regular Membership \$43.00 billed \$21.50 twice a year

For Family Membership the following dues shall apply:

- (1) The first family member shall pay dues as above.
- (2) Subsequent qualifying family members, not to exceed four additional qualifying members per household, shall pay **annual** dues of \$21.50 billed \$10.75 twice a year

Student Member **annual** dues are \$21.50 billed \$10.75 twice a year

Lions Clubs International bills each club for international dues twice a year.

Kansas Lions and District per capita dues

MD-17 (State Lions) Annual per capita dues \$17.00 billed semiannually \$8.50

District 17-K: Annual per capita dues \$7.00 billed \$3.50 in July & \$3.50 in January

District 17-A: Annual per capita dues \$5.00 billed \$3.00 in July & \$2.00 in January

- District 17-A: Family dues discounted annually \$2.50 billed \$1.50 in July & \$1.00 in January

District 17-N: Annual per capita dues \$6.00 billed \$3.00 in July & \$3.00 in January

All districts bill each club for both the state and district dues twice a year.

Club annual per capita dues vary per club.

NEW MEMBER DUES

Lions Clubs International

\$35.00 New Member fee (Note: this fee is currently waived until December 31, 2020)

Billing for a new member begins the first of the month in which the member enters a club at the average rate of \$3.58 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. See chart for a schedule of the new member dues throughout the year.

Billing for a new Family or Student member begins the first of the month in which the member enters a club at the average rate of \$1.79 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. See chart.

Kansas and District dues are waived until the next regular billing cycle of July or January.

New Membership Dues Billing and Fees

NOTE: The \$35 new member entrance fee is waived until December 31, 2020

Billing for a new member begins the first of the month in which the member enters a club at the average rate of \$3.58 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. Below is a schedule of the new member dues throughout the year:

Member accepted by club in the month of...	Billing date for new members	Semi-annual dues billed for each new member	New member entrance fee (not pro-rated)	Total dues & fees billed
July	July 1 st	\$ 21.50	\$ 35.00	\$ 56.50
August	August 1 st	17.92	35.00	52.92
September	September 1 st	14.33	35.00	49.33
October	October 1 st	10.75	35.00	45.75
November	November 1 st	7.17	35.00	42.17
December	December 1 st	3.58	35.00	38.58
January	January 1 st	21.50	35.00	56.50
February	February 1 st	17.92	35.00	52.92
March	March 1 st	14.33	35.00	49.33
April	April 1 st	10.75	35.00	45.75
May	May 1 st	7.17	35.00	42.17
June	June 1 st	3.58	35.00	38.58

Billing for a new Family or Student member begins the first of the month in which the member enters a club at the average rate of \$1.79 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. Below is a schedule of the new member dues throughout the year:

Member accepted by club in the month of...	Billing date for new members	Semi-annual dues billed for qualifying family member	New member entrance fee (not pro-rated)	Total qualifying family member dues & fees billed	Student member pro-rated dues with entrance fee waived.
July	July 1 st	\$ 10.75	\$ 35.00	\$ 45.75	\$ 10.75
August	August 1 st	8.96	35.00	43.96	8.96
September	September 1 st	7.17	35.00	42.17	7.17
October	October 1 st	5.38	35.00	40.38	5.38
November	November 1 st	3.58	35.00	38.58	3.58
December	December 1 st	1.79	35.00	36.79	1.79
January	January 1 st	10.75	35.00	45.75	10.75
February	February 1 st	8.96	35.00	43.96	8.96
March	March 1 st	7.17	35.00	42.17	7.17
April	April 1 st	5.38	35.00	40.38	5.38
May	May 1 st	3.58	35.00	38.58	3.58
June	June 1 st	1.79	35.00	36.79	1.79

NOTE: INTERNATIONAL DUES DO NOT INCLUDE DISTRICT OR MULTIPLE DISTRICT DUES.

Membership Opportunities

A quick-reference guide to membership options for new Lions.



Every club needs members in order to achieve its service goals. To help clubs recruit new members, LCI offers several membership options to community members who want to volunteer and serve their communities as Lions.

MEMBERSHIP TYPES

In addition to regular membership, LCI offers special membership programs for families, college students, former Leos and young adults.

Regular Member

This is our “standard” membership. Regular membership is for community members interested in volunteering, serving the community and making our world a better place. Regular members pay an entrance fee (US\$35) and full international dues (US\$43). Additional district, multiple-district and club dues apply.

Family Member

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions club together. The first family member (head of household) pays full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee (US\$35).

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. To receive the family membership dues rate, complete the Family Unit Certification Form and submit it with the MMR, or complete the certification on MyLCI. When chartering a club, complete the certification on the Report of Charter Members and submit on MyLCI.

Student Member

Student membership allows students to make new friends and help others in their community at the same time. Students enrolled in an educational institution who are between the age of legal majority and through age 30 pay no entrance or charter fee and half international dues (US\$21.50). Students over age 30 who are joining a Campus Lions club pay a US\$10 entrance fee and full international dues. To receive the student-member dues rate, complete the Student Member Certification Form and submit with the MMR, or complete the certification on MyLCI. When chartering a club, complete the certification on the Report of Charter Members and submit on MyLCI.

Leo Lion Member

Leo Lion membership allows current or former Leos between the age of legal majority and through age 30, who have been a Leo for at least a year and a day, to continue doing volunteer work with LCI as a Lion. Leo Lions pay no entrance fee or charter fee and pay half international dues (US\$21.50). To receive the Leo Lion dues rate, complete the Leo to Lion Certification and Years of Service Form and submit with the MMR or complete the certification on MyLCI. To encourage Leo Lions to invite their friends, young adults between the age of legal majority and through age 30 who join a Leo Lions club receive the same fee waivers and dues discounts as Leo to Lion members.

Former Leo Member

Former Leos over the age of 30 who have been a Leo for at least a year and a day pay no entrance fee or charter fee when joining a Lions club. To receive the fee waiver, complete the Leo to Lion Certification and Years of Service Form and submit with the MMR or complete the certification on MyLCI.

MEMBERSHIP CATEGORIES

For prospective members who may not be able to meet the obligations of active membership, LCI offers several membership categories to fit their needs.

Active Member

Active membership is the “typical” category of Lions membership. Active members receive all benefits, and must meet all requirements, of Lions membership.

Affiliate Member

An affiliate member is someone who is not able to participate as an active member of the club but desires to support the club and its community service initiatives.

Associate Member

An associate member has active membership in one Lions club and associate membership in a second club in their community of residence or employment.

Honorary Member

An honorary member is not a member of the Lions club but may be granted honorary membership by a Lions club for having performed outstanding service.

Life Member

A life member is a Lion who has maintained active membership for at least 20 years, or at least 15 years if the member has reached age 70. Life membership may also be granted to a Lion who is critically ill.

Member-at-Large

A member-at-large is a member of a club who is unable to regularly attend club meetings but desires to retain membership in the club.

Privileged Member

A privileged member is a Lion who has been a member 15 or more years but must relinquish active status because of illness, infirmity, advanced age or other reason.

Active	Dues			Dist. or Int'l Office	Voting Privileges	Dist. or Int'l Conv. Delegate
	Club	Dist.	Int'l			
Active	Yes	Yes	Yes	Yes	Yes	Yes
Affiliate	Yes	Yes	Yes	No	Club matters only	No
Associate*	Yes	No	No	No	Club matters only	No
Honorary	No	Club pays	Club pays	No	No	No
Life	Yes	Yes	One-time US\$650	Yes	Yes	Yes
Member-at-Large	Yes	Yes	Yes	No	Club matters only	No
Privileged	Yes	Yes	Yes	No		

* Detailed information regarding the obligations, rights and privileges of all membership categories can be found in the *Standard Club Constitution and By-Laws*.



Lions Clubs International

Membership and New Club Programs Department
300 W 22nd St., Oak Brook, IL 60523-8842 USA
www.lionsclubs.org
Email: memberprog@lionsclubs.org
Phone: 630.203.3846

LIONS CLUBS INTERNATIONAL CONTACT INFORMATION

Lions Clubs International Headquarters
300 West 22nd Street
Oak Brook, IL 60523-8842
630-571-5466

Division Contact Information

Club Supplies and Distribution

Sale and distribution of branded merchandise suitable for use by districts, clubs and individual Lions

- Phone: (630) 571-5466
- clubsupplies@lionsclubs.org

Convention

Coordinates meetings for the association including the annual international convention, DGE seminar and international board of directors meetings

- Phone: (630) 468-6761
- Fax: (630) 571-1689
- convention@lionsclubs.org

District and Club Administration

Distribution of manuals for district and club officers; association's 11-language translation operations

- Phone: (630) 571-5466, ext. 6828
- districtadministration@lionsclubs.org

Finance

Provides financial services including the collection and timely posting of club and district payments; auditing and payment of district governor expense claims

- **Accounts Payable:** (630) 203-3832 // accountspayable@lionsclubs.org
- **Accounts Receivable Payments:** (630) 203-3810
// accountsreceivable@lionsclubs.org
- **Accounts Receivable Billing and Collections:** (630) 203-3820
// accountsreceivable@lionsclubs.org
- **Expense Claims:** (630) 203-3839 // officerdirectorclaims@lionsclubs.org

Leadership Development

Provides leadership development programs, learning opportunities and resources for current and future Lions leaders at the club, district, multiple district and international levels

- Phone: (630) 468-7033
- leadershipdevelopment@lionsclubs.org

Legal

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation

- Phone: (630) 571-5466, ext. 3847
- legal@lionsclubs.org

Lions Clubs International Foundation (LCIF)

Processes donations and donor recognition, executes grants, administers SightFirst program. For a complete list of contact information by department, visit [Contact LCIF](#).

- Phone: (630) 203-3836
- Fax: (630) 571-5735
- lcif@lionsclubs.org

LION Magazine Editors

Provides support for all language versions.

- Phone: (630) 468-6798 or (630) 468-7130
- Fax: 630-571-1685
- magazine@lionsclubs.org

Membership Development

Distribution of membership support materials; administration of all membership growth and extension programs, with the organization of new clubs, new countries and geographical areas. Support initiatives and programs for youth and young adults, including the Leo Club Program

- Phone: (630) 468-6734
- membership@lionsclubs.org

MyLCI/Information Technology

Provides technical support for submitting reports via MyLCI and maintains Club Officer Records. Other services include member address changes, member statuses, member reinstatement, deceased memberships and Office Reporting Forms

Information Technology Division

- Phone: (630) 203-3844
- informationtechnology@lionsclubs.org

Member Service Center

- Phone: (630) 468-6900
- mylci@lionsclubs.org

Marketing

Administers the LION Magazine, videos and PSAs, biographical information, Peace Poster Contest, advertising, PR grants, billboards, logos, social media, e-Clubhouse websites and the lionsclubs.org website

- Phone: (630) 468-6817
- Fax: (630) 571-1685
- pr@lionsclubs.org

Service Activities

Includes Global Advocacy, Program Development and Volunteer Engagement and Events

- Phone: (630) 571-5466
- Fax: (630) 571-1692
- serviceactivities@lionsclubs.org

Webmaster

All questions related to LionsClubs.org and E-clubhouse sites

- Phone: (630) 468-6900
- mylci@lionsclubs.org

ETHICS – PURPOSES - VISION AND MISSION STATEMENTS

LIONS 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 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, as 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 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.

VISION STATEMENT

To be the global leader in community and humanitarian service

MISSION STATEMENT

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Dictionary of Lions Acronyms & Terms

Those Letters....what do they stand for?

17-N	Our District number	LCI	Lions Clubs International
CA	Constitutional Area	LCIF	Lions Clubs International Foundation
CBL	Constitution and By Laws	LEHP	Lions Eye Health Program
CC	Council Chairperson	LEO	Leadership Experience Opportunity
CEP	Club Excellence Process	LIONS	Liberty, Intelligence, Our Nations Safety
CGL	Certified Guiding Lion	LQ	Lions Quarterly
COG	Council of Governors	M & A	Monthly Membership and Activities Reports
CS	Cabinet Secretary	MD	Multiple District
CSF	Campaign SightFirst	MD-17	Multiple District 17 (Kansas)
CSFII	Campaign SightFirst II	MJF	Melvin Jones Fellowship
CST	Cabinet Secretary Treasurer	MMR	Monthly Membership Report
CT	Cabinet Treasurer	MyLCI	Membership reporting area of LCI's Web site
DC	District Chairperson	MyLion	Lions Club Social Media and Reporting
DG	District Governor	MSU	Mobile Screening Unit
DGE	District Governor Elect	PCC	Past Council Chairperson
GAT	Global Action Team	PDG	Past District Governor
GLT	Global Leadership Team	PID	Past International Director
GMT	Global Membership Team	PIP	Past International President
GST	Global Service Team	PMJF	Melvin Jones Fellowship
ID	International Director	PP	Past Club President
IP	International President	PR	Public Relations
IPCC	Immediate Past Council Chairman	PU101	Annual report of Incoming Club Officers
IPDG	Immediate Past District Governor	RC	Region Chairperson
IPID	Immediate Past International Director	VDG	Vice District Governor (1st and 2nd)
IPIP	Immediate Past International President	VDGE	Vice District Governor Elect
KLAT	KLF Emergency Grant	VOSH	Volunteer Optometric Services to Humanity
KLF	Kansas Lions Foundation	WMMR	Web Monthly Membership Report
KLBF	Kansas Lions Band Foundation	ZC	Zone Chairperson
KLSF	Kansas Lions Sight Foundation		

Lions Dictionary of Terms

Zone - group of around 4 to 8 Lions Clubs in close proximity to each other. Each Zone is led by a Zone Chairperson.

Region - group of 2 or 3 Zones in close proximity to each other. Each Region is led by a Region Chairperson. Region Chairperson position is optional.

District - group of Clubs making up a graphical area. Each District is led by a District Governor and is administered by a group of Lions known as the District Cabinet. Our District is 17-N covering the southeast quarter of Kansas. The other two districts are District 17-K which comprises the western half of Kansas and District 17-A covering the northwest quarter of Kansas.

Multiple District (MD) - group of Districts. In Kansas, we have 3 Districts (K.A.N.) making up Multiple District 17. Each Multiple District is led by the Council of Governors comprising of the District Governors and a Council Chairperson.

Constitutional Areas - Each Lions club is located in one of the seven Constitutional Areas, which is represented by at least one international director. We are in Constitutional Area 1

LCI Headquarters - location of Lions Clubs International offices located in Oak Brook, Illinois.

Kansas State Lions Office - location of the MD-17 administrative state office in Wichita, KS

MD Directory – Multiple District (Kansas) Directory of contact details for all Clubs across Kansas as well as a host of other useful Lions information.

District Governor's Advisory Committee Meetings - also called Zone and Region meetings – Club executives (President and Secretary) are asked to attend these meetings to allow full two way communication between our clubs and the District Governor's Cabinet.

Board of Directors - group of officers who lead your Club including President, Vice Presidents, Secretary, Treasurer, Tail Twister, Lion Tamer and the Directors.