



*Cabinet
Secretary-Treasurer
Manual*

Lions Clubs International Objects

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 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.

Mission Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.



CABINET SECRETARY-TREASURER MANUAL

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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 good 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 probably the most important appointment that the district governor makes. You are the right-hand Lion. Responding effectively to all correspondence is vital to the success of your district governor and the district.

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

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

Duties

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

- Keep a true and complete record of the proceedings of all meetings of the district governors cabinet.
- Forward copies of minutes within five days after each meeting to all members of the cabinet and the office of 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 from the clubs in the district the stipulated per capita dues.
- 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 his or her duties in an amount set by the cabinet.
- Submit a semiannual financial report to the cabinet and such other special reports as may be called for by the cabinet.
- Submit his or her books and accounts for audit whenever required by the cabinet.
- Place in the hands of his or her 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 to him or her from time to time by the district governor and the cabinet.

Cabinet Meetings

At least four regular quarterly meetings of the district governor's cabinet are held during the year. The first is held within 30 days after the international convention. As soon as possible, the cabinet secretary-treasurer should ask the district governor for dates for 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 date, time and place of 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, of course, conducts the meeting.

The secretary-treasurer should prepare the minutes as soon as possible following the meeting. The minutes should be sent within five days to Lions Clubs International with copies to the district governor and cabinet members. 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 brief.

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

At each subsequent cabinet meeting, a report on the current position of 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 districts 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, mailed to him or her prior to the agenda-making. 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
- Correspondence received
- Cabinet secretary-treasurer's report
- District chairperson's reports
- Region chairperson's reports
- Zone chairperson's 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 he or she has helped the district governor to 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 his or her arrival. Local newspapers also 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 a representative of the news media should be invited to the official visit.

The club president should be requested to meet the district governor upon his or her arrival to tell a little 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. However, it is unfair for a cabinet secretary-treasurer to be asked to visit with the district governor unless arrangements have been made to reimburse the secretary-treasurer. Some districts allow out-of-pocket expenses for such visits.

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:

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Constitution and by-laws of the district or Standard Form District Constitution and By-Laws (LA-4)
- Constitution and by-laws of the multiple district or the 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 properly handle cabinet correspondence. It is essential that all correspondence be opened and read as soon as possible. If any of it 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 his or her behalf.

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

- Furnish a copy to your district governor, unless a routine matter.
- Be professional both in format of the correspondence and tone.
- Reply to all correspondence that seeks a request.
- 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. He or she will probably continue to file current Monthly Membership Reports in those files and keep files on his or her own correspondence and cabinet portfolios. Certain forms or reports are handled exclusively by the district governor such as monthly travel and office expense claims for Lions Clubs International, reports on official visits, advisory meeting reports, Lions Clubs International's monthly computerized list of the status of all club accounts within the district, and the year of formation of each club.

The governor should keep the cabinet secretary-treasurer fully informed on anything he or she

should know and give the cabinet secretary-treasurer a copy of the correspondence to and from the governor as necessary.

Filing System

The cabinet secretary-treasurer's filing system is his or her own responsibility. 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 Report
- Annual Club Activities Report
- International/district dues
- Bulletins/newsletters
- Paid invoices
- Awards/pins
- Clubs with problems
- Governor's correspondence copies
- Conventions/conferences
- Region chairperson's reports/letters
- Zone chairperson's 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. Ten blank copies of the Monthly Membership Report Form (C-23-A) are sent to club secretaries. The form is also available in the association's Web site for downloading. Club's Officer Reporting forms (PU-101) are mailed directly to clubs by International Headquarters at the end of March. Clubs are encouraged to file these forms online through the association's membership Web site.

Monthly Membership Report

Monthly Membership Report (C-23-A) is a very important form. A club may be having an outstanding year in membership growth, but unless this information is conveyed to the district and International Headquarters, the club might appear to be doing nothing. When the cabinet secretary-treasurer is assigned to follow-up the reports, he or she should insure that all clubs in the district are efficient in compiling and punctually dispatching their Monthly Membership Report.

Monthly Membership Report must be completed and mailed to reach Lions Clubs International by the 10th of the following month from clubs in the United States, by the 15th from clubs in Canada, and by the 20th from clubs elsewhere. Clubs are encouraged to file Monthly Membership Report online.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 4:00 p.m. (CST) on the 28th of the month following the month of the report being submitted. A chart of the dates that a report can be filed is shown below:

WMMR Month

July
August
September
October
November
December
January
February
March
April
May
June

Dates

July 29 – August 28
August 29 – September 28
September 29 – October 28
October 29 – November 28
November 29 – December 28
December 29 – January 28
January 29 – February 28
February 29 – March 28
March 29 – April 28
April 29 – May 28
May 29 – June 28
June 29 – July 28

As a club makes changes to their membership, these changes occur automatically. Changes can continue to be made during this time as often as they wish. The report is cut off on the 28th of each month, and no further changes can be made for that month. They must be included in the next month's report.

PLEASE NOTE: During the report month (see schedule above), a club cannot file future reports until that cutoff date occurs. In other words, a club will only be able to access the current month's report on line.

In the event a club needs to submit a report prior to the current month shown on line, it will be necessary to submit that month's MMR in paper format. Of course, prior months submitted on line can be viewed.

Both the paper and electronic Monthly Membership Report must be submitted each month even though there are no changes in membership. Full membership lists are not required monthly, but one complete list should be furnished once a year to ensure agreement of club and international records.

It is important that the district governor distributes copies of the report to various district officers as needed. The clubs in the district submit only one copy each to the governor for distribution within the district.

Lions Club's 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 copy of the PU-101 form. This form must be mailed, or the information must be filed online, by clubs to International Headquarters immediately following club elections, no later than May 15 from the clubs in USA and Canada, and May 31 from the clubs elsewhere. Failure to submit this form means that newly elected club officers will not receive their information and materials for their year; nor can they be listed in the international or multiple district directories.

Amendments to PU-101

Some clubs, unfortunately, do not immediately report changes in club officers, along with their full addresses, phone and fax numbers 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.

Club Rosters

A roster of club presidents and secretaries in a district may be prepared and given to each district governor, the cabinet secretary-treasurer and to each member of the district cabinet. Some districts prefer printing their own complete rosters with full addresses and phone numbers (from Lions Club's Officer Reporting forms), and distributing them to cabinet members and all presidents and secretaries. So that everyone keeps the roster up-to-date, the district governor should reflect any changes in the monthly bulletin or newsletter.

Other Forms

Other forms may be initiated by the cabinet secretary-treasurer as he or she sees fit. These forms might include:

- Calendar of events for governor's visits and appointments
- Sheet to keep track 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 and vice district governor
- A complete roster of all members on 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

New Banking Arrangements

If the outgoing cabinet secretary-treasurer still has out-standing invoices to settle, he or she might withhold an amount to pay the bills. The new cabinet secretary-treasurer should arrange for new banking arrangements to deposit the transferred funds with a conveniently located bank. These arrangements 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 current 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 transfer some of its funds to the incoming administration. This will help the newly appointed cabinet secretary-treasurer to meet initial expenses incurred in preparing the new cabinet roster and printing of stationery.

Budgeting and Other Financial Duties

District Budget

The cabinet secretary-treasurer's past experience as a Lion leader has undoubtedly taught him or her the value (and also some of the limitations) of a carefully thought-out 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. This budget with accumulated accounts is to be presented at each cabinet meeting. Any adjustment to the budget requires cabinet approval.

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, typing and miscellaneous items.

The following is a sample budget:

Anticipated Income

1,250 members at \$6.00	\$7,500.00
100 new members at \$3.00	300.00

Total	\$7,800.00

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, greetings	200.00
District governor's administrative expenses.....	500.00
Cabinet secretary's administrative expenses	500.00
Miscellaneous in reserve.....	350.00

Total	\$7,800.00

Cabinet Funding

The cabinet's only source of revenue is the semiannual 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 to personally 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 his or her election at the local convention and from his or her 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 week by 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 the checks 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.
6. Insist that all chairpersons who are authorized to disburse funds report the obligations that they incurred. A bill or receipt should be obtained for all money so it can be properly identified 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 six months, before the second billing, prepare a list that brings all clubs up-to-date in case any previous charges remain unpaid.

Overdue Payments

Clubs that are overdue in payment of semiannual 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.

International Dues and Monthly Accounts

The cabinet secretary-treasurer usually assists the district governor in monitoring payments of international dues by clubs. Every club must collect in advance all three semiannual dues (international, multiple district and district) from its members by July 1 and January 1 respectively. The clubs pay the bills to Lions Clubs International immediately after receiving their invoice. This is a constitutional requirement.

Clubs may be placed in status quo for failure to pay international or district (sub- and multiple) dues within 90 days.

Clubs may be placed in status quo if their account balance is over US\$1,000, 90 days or older in the District Governor's Monthly Recap of Accounts.

Recap Sheets

The cabinet secretary-treasurer and the district governor insure their club accounts are kept up-to-date throughout the year with the help of recap sheets sent to each district governor by International Headquarters. These sheets are received four weeks after the period they cover. The sheet shows the amounts owed by each club in the district according to each of the current and overdue categories.

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 his or her predecessor. 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 obligations for which accounts 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. Because all billings will be sent to him or her and to no one else, the cabinet secretary-treasurer should make sure that he or she is the only one who does the actual ordering.

Shipments should also be made to the cabinet secretary-treasurer so that he or she can ascertain their content and keep track of any back order items.

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 have 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. 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

Other Directory Suggestions

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 copies of the directories should be told in a district newsletter

how one can be obtained.

- Directories may be charged to clubs and included in the statement of semiannual 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 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.

Conventions

The district and multiple district conventions are very important for the cabinet secretary-treasurer. The cabinet secretary-treasurer should encourage his or her successor to attend the multiple district convention prior to taking office so that he or she can 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.

Organization of International Headquarters

International Headquarters has many resources accessible to you. The staff is ready to assist Lions in any way possible. They can answer questions, send materials and help place supply orders. Familiarizing yourself with International Headquarters structure can help you use this important resource more effectively. Visit the Lions International Web site, www.lionsclubs.org, or refer to issues of THE LION Magazine to find a listing of specific contact numbers for International Headquarters departments.

Lions Clubs International Web site 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.

There is basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. There is also a Resources section for downloading materials, which saves both time and money.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Markets and distributes club supplies and manages purchasing and mailing operations. Coordinates departments that promote, bill, procure, ship and inventory Lions club supplies throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all major activities and assignments relating to the international convention and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues 100% District Governor Award and Club President Excellence Award.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

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

Finance Division

E-Mail: resources@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

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports. (Web Page: www.lionsclubs.org)

International Activities and Program Planning Division

E-Mail: executiveservices@lionsclubs.org

Directs diverse operations in researching, planning and developing activities-related materials. Also coordinates the activities information flow from the clubs and districts to the respective board committees and implements board directives on activity programs.

Leadership Division

E-Mail: leadership@lionsclubs.org

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the international, multiple district, district and club levels.

Legal Division

E-Mail: legal@lionsclubs.org

This division is responsible for the legal operations of the association, which includes annual corporate tax information returns; registering and maintaining trademarks, service marks and copyrights; maintaining and administering the association's worldwide liability, property and

accident insurance programs; incorporation of clubs in the district; endorsement and certification of international candidates; and constitution amendment procedures. It also resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Lions Clubs International Foundation

E-Mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, investment management, execution of grants and liaison with trustees and board of directors.

Public Relations and Production Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and THE 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 THE LION Magazine and all published literature emanating from the association. The division is also responsible for computer typesetting and interface systems.



We Serve

**THE
INTERNATIONAL ASSOCIATION
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OFFICIAL PUBLICATION OF LIONS CLUBS INTERNATIONAL