

Chapter 4

CLUB OPERATIONS

Monthly Membership Report

The Monthly Membership Report (MMR), is used by every Lions club to report monthly information regarding membership changes. The report is submitted to International Headquarters either by mail, fax or online through a membership site on the association's Web site. A password is required to use the membership site on the Web site. Requests for passwords or questions can be directed to wmmr@lionsclubs.org.

The paper report has three identical sheets; the first one is mailed to International Headquarters, the second to the district, and the third is kept in the club's own file.

The paper version of the Monthly Membership Report must be received at International Headquarters by the 20th of the current month.

The electronic version of the Monthly Membership Report (WMMR) 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, 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 last day 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: A club cannot file future reports month(s) ahead. If a month's report is missed, the transaction is included in the next month's paper submission or entered into WMMR.

Both the paper and electronic Monthly Membership Report are submitted each month even when 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.

The district governor distributes copies of the membership report to various district officers as needed. The clubs in the district submit only one copy to the governor for distribution in the district.

Clubs can submit various other forms electronically. For more details, please contact the Information Technology Division at International Headquarters at it@lionsclubs.org or review Information Technology (Chapter 6) in this manual.

Lions Yearly Club Activity Report

In a few simple steps, Lions club secretaries can report their club's activities online directly through the association's Web site:

- Log onto the association's Web site: www.lionsclubs.org
- Click on title, Submit Membership and Activity Reports
- Enter a member number and password to complete the report

The online site:

- Allows a secretary to report activities monthly or as needed
- Automatically tabulates each club's information in a year-end summary and eliminates the need to submit a separate year-end report
- Provides space for supplemental information about club activities (English Only)
- Allow governors, vice governors and cabinet secretary/treasurers to view all club reports in the district

The online report has replaced the earlier paper report form. Secretaries should use the online report to ensure inclusion of their club's accomplishments in the year-end summary that is published after July 15, the cutoff date for activity information from the previous Lions year.

For more information, contact programs@lionsclubs.org or call International Headquarters at extension 6924.

Club Accounts

Past Due Club Balance/Suspension

Each month governors receive a recap of accounts, which details the aging for all clubs in the district. The recap can be used as a tool to remind all clubs that per capita billing and

club supplies are paid timely and regularly. United States balances over 60 days old are considered past due. Balances for all other countries over 90 days old are considered past due.

The district governor may be contacted and asked to consider options for helping to resolve outstanding balances for clubs that are exhibiting a poor payment trend. Interaction with the clubs may prove to have a greater influence to achieve a current status. Please contact Membership Billing and Accounts Services at membershipbilling@lionsclubs.org for assistance in this regard.

Financial Suspension of Clubs

Effective July 1, 2007, a club which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 150 days is suspended including the charter, rights, privileges, and obligations of the Lions club for a period not to exceed 90 days.

Any club approved for a payment plan by the Finance Division is not suspended. In the event the club does not reach good standing within the 90-day suspension period their charter is automatically canceled.

A suspended club is reactivated by paying the outstanding balance in full, within 90 days, or committing to a payment plan and making monthly installment payments as agreed. If not, the charter of the club is canceled automatically after the suspension period of 90 days. Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status, as well as make payments to clear the existing outstanding balance, or request a payment plan. However, the clubs cannot be involved in the following activities:

- a. Conducting service activities and fund-raising activities
- b. Participating in district functions and seminars
- c. Endorsing or nominate a candidate for district, multiple district and international office
- d. Submitting the Monthly Membership Report
- e. Sponsoring new clubs, including Leo and Lioness clubs

Each month the association notifies all district governors of the clubs in the district in suspension, released from suspension or canceled. The district governor and other district officers can avoid unnecessary charter cancellations by assisting suspended clubs either to pay the outstanding balance or negotiating a payment plan with the Finance Division at International Headquarters.

Reactivation of a Club Placed on Financial Suspension

In order for a club to regain an active status from financial suspension, the club must:

- Pay entire outstanding club account balance and submit a copy of payment receipt to the Accounts Receivables Department at accountsreceivable@lionsclubs.org
- Submit regular monthly membership reports to ensure the membership is correct. A reactivation report is not required as long as the club roster is reviewed regularly.
- If full payment is not possible, request a payment plan and remit payment as agreed. The club is reactivated upon receipt of full payment.

Charter Cancellation from Financial Suspension

Clubs are automatically canceled if payment is not received within a period of 90 days following suspension. Clubs, however, are reactivated upon receipt of the full amount outstanding along with the reactivation report filled out and signed by the district governor. All must be received within twelve months following cancellation.

The district governor sends the completed Club Reactivation Report form (DA-970) to the Membership Billing and Accounts Services Department at International Headquarters. This report is included on the District Governor Manual CD-ROM and is available on the association's Web site.

Status Quo Clubs

Status quo clubs temporarily lose obligations, rights, and privileges as a Lions club. There are two kinds of status quo; regular status quo and protective status quo.

Clubs are in regular status quo a maximum of 90 days. At the end of the 90 days the club is either returned to active status or recommended for cancellation.

Reasons for Placing Lions Clubs in Status Quo

Regular status quo:

- Failure to comply with the objectives of the association or conduct unbecoming of a Lions club, such as failure to solve a club dispute or involvement in litigation
- Failure to fulfill any obligations of a chartered club, such as failure to submit monthly membership reports for six or more consecutive months, or failure to hold regular club meetings
- Failure to pay district or multiple district dues
- Verification of non-existing club
- Disbanding
- Club merger

Protective status quo:

- War, civil insurgency, political unrest, natural disasters, and other special circumstances, which prevent a Lions club from functioning properly

Status Quo Clubs Can or Cannot Do the Following

A regular status quo club can:

- Work with the zone chairperson to return the club to active status
- Hold meetings only to discuss its future and ways to regain an active status
- Report progress toward regaining its active status to the zone chairperson
- Make payments to clear the existing outstanding balance of district, multiple district and international accounts
- Recruit new members for the purpose of regaining active status
- Elect club officers for the purpose of regaining active status

A regular status quo club cannot:

- Conduct service activities
- Conduct fund raising activities
- Participate in district, multiple district or international functions or seminars
- Participate in any voting procedures outside the club
- Endorse or nominate a candidate for district, multiple district or international office
- Submit a monthly membership report
- Add new members
- Sponsor new clubs, including Leo clubs

A protective status quo club shall be allowed to function normally.

Recommending Status Quo for a Club

District governors submit the Status Quo Recommendation form (DA-971) to place a club in status quo. This document is included on the District Governor Manual CD-ROM and is available on the association's Web site. Submit the form to:

Lions Clubs International
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA
Fax: 630-706-9273
E-mail: englishlanguage@lionsclubs.org

The governor's recommendation to place a club in status quo must be received by December 31 of each year, co-signed by the vice district governor or zone chairperson.

The coordinating Lion signs the status quo recommendation for clubs in undistricted areas. The provisional zone/region chairperson or a present or past international director of the constitutional area co-signs the recommendation.

The association checks pertinent facts.

District governors and coordinating Lions are notified of the association's decision.

NOTE: The placement of a sponsoring Lions club on status quo also affects the standing of any Leo club. For further information contact Youth Programs Department, Lions Clubs International at leo@lionsclubs.org.

Assistance for Status Quo Clubs

Every effort should be made to assist a status quo club. The purpose of the 90-day status quo period is to give the club and district an opportunity to strengthen and reorganize the club.

Immediately after receiving notification that a club has been placed in status quo:

- Involve the zone chairperson in the return of a status quo club to active status
- Keep Lions Clubs International advised of the progress being made
- Secure printed material from International Headquarters to aid the club in regaining its active status
- Contact the Finance Division to negotiate the term of payment of the club's outstanding account balance, if any
- Discuss with the zone chairperson other Lions to assist in the club's return to active status

The coordinating Lion participates in the return of a status quo club to good standing in undistricted areas along with the provisional zone/region chairpersons.

Reactivation of a Status Quo Club

A status quo club regains active status by:

- Completing a reactivation report including:
 - List of members and addresses, with names of sponsors for new members
 - List of names and addresses for the club president, secretary and treasurer
- Paying entire outstanding club account balance and submitting a copy of the payment receipt to the English Language Department, or establish a payment plan with the Finance Division at headquarters
- Have a minimum of 10 members

The district governor or coordinating Lion advises the English Language Department to return the club to active status. The completed Club Reactivation Report form (DA-970) is submitted if warranted. This report is included on the District Governor Manual CD-ROM and is also available on the association's Web site.

The club reactivation report is to be co-signed by the vice district governor or zone chairperson.

The coordinating Lion signs the status quo recommendation for clubs in undistricted areas. The provisional zone/region chairperson or a present or past international director of the constitutional area co-signs the recommendation.

Service Award

A Service Award is given to one individual who is recommended by the district governor for having furnished the most assistance in the return of a status quo Lions club to active status.

This award is issued upon request of the district governor or international director of the area, provided the club is functioning in a satisfactory manner six months following the date of its return to active status and provided that the governor or international director states that it is a good active Lions club.

Only one award is given for each reactivated club. The district governor is not eligible to receive it.

The service award must be requested within nine months following the date on which the club is returned to active status.

Charter Cancellation

Club charters may be cancelled for the following reasons:

1. Members of the club vote to disband. When this decision is made, the club notifies the district governor. The district governor advises the English Language Department of the club's request for cancellation along with a proof of payment for any outstanding balance the club owed the association.

Coordinating Lions recommend cancellation of clubs in undistricted areas.

2. A status quo club is not returned to active status in 90 days.

Club Boundaries

The boundaries of the club are the boundaries of the municipality or equivalent government subdivision in which the club is located.

Club Mergers and Name Changes

Two or more Lions clubs may wish to merge into one. The district governor submits the Merger Request form (DA-979) to the English Language Department. This form provides guidelines to follow and is included on the District Governor Manual CD-ROM.

A Club Name Change Request form (DA-980) is submitted from the club to the English Language Department. This form provides guidelines to follow and is included on the District Governor Manual CD-ROM.

Single Club Transfers

A club may transfer from one district to an adjacent district, and the boundaries can be changed accordingly without having to follow formal redistricting procedures, provided that such a transfer does not substantially change the existing district boundaries.

A club transfer is considered when the following information is submitted to the English Language Department:

- A copy of the minutes of the club meeting at which the majority of the members approved the transfer
- The written approval of each of the current governors of the respective districts
- A copy of the minutes of the cabinet meetings, indicating the approval of the respective district cabinets
- A map showing the exact present and new location of the club and the new boundaries of each district

A single club transfer will become effective immediately, upon approval. Send single club transfer requests to:

Lions Clubs International
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA
Fax: 630-706-9273
E-mail: englishlanguage@lionsclubs.org

Club Bank Accounts

A Lions club must maintain at least one bank account to handle its financial transactions such as depositing dues and other funds, or making necessary club payments. Please refer to Finance (Chapter 8) in this manual for additional details.

Disbursement from such funds shall be in strict compliance with the *Standard Form Lions Club Constitution and By-Laws*. You may contact the Accounts Receivables Department for additional information at accountsreceivable@lionsclubs.org.

Monthly Club Account Statements

The monthly club account statement includes billings for ordered club supplies, membership dues, miscellaneous charges as well as club payments. You may contact the Membership Billing Department if you have questions regarding your statement at membershipbilling@lionsclubs.org.

Membership Dues

Membership dues are annual and billed twice a year. They are based on the club membership reports entered as of June 30 and December 31.

New member dues begin the first of the month in which the person becomes a member. The total amount billed for a new member will appear on the monthly club statement along with the member's name, number and join dates. The total amount includes:

- Entrance fee established by International Board of Directors
- Prorated dues in accordance with months remaining in billing period
- Convention fund
- *LION* Magazine fee

Family Membership

The family membership dues rate began on January 1, 2007. The first family member is required to pay the full international dues with up to four more qualifying family members eligible to pay one-half of the international dues.

Who qualifies for the Family Dues Structure?

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

How does the Family Dues Structure work?

The first family member, either being a current or newly inducted member, shall pay full annual dues (US\$39) and any applicable entrance fee. Up to four more subsequent qualifying family members over the age of majority in the same household shall pay one-half of the standard annual dues (US\$19.50) and no association entrance fees for the new family members. For newly chartered clubs, the first family member shall pay the full charter fee (US\$30) and full annual dues. Subsequent qualifying members shall pay one-half the annual dues (US\$19.50) and no additional charter fees. To be chartered a new club using the family membership dues rate must have a minimum of 10 full dues paying members.

- To receive the benefit of no entrance fees, 2nd, 3rd, 4th, and 5th new family members must be certified as part of a family unit when being entered into the WMMR. (For clubs that file by paper, a completed Family Unit Certification Form must be included with the MMR that lists the new member.)
- Lions Clubs International will not issue credits for family member entrance fees
- Club secretaries filing paper MMRs and Family Unit Certification Forms must submit a separate completed form for each family unit
- The Family Unit Certification Forms are to be submitted with the Monthly Membership Report (MMR)
- Once a family unit is certified, recertification is only necessary when there is a change of address or membership status

Below is a chart that outlines the yearly dues and fees for family members.

	Existing Lion		New Lion		Charter Lions	
	HH***	2 nd , 3 rd , 4 th , 5 th	HH***	2 nd , 3 rd , 4 th , 5 th	HH***	2 nd , 3 rd , 4 th , 5 th
Yearly Dues	US\$39.00	US\$19.50*	US\$39.00	US\$19.50**	US\$39.00	US\$19.50
Entrance Fee	Previously Paid	Previously Paid	US\$25.00	\$0.00	US\$30.00	\$0.00
Transfer Fee	\$0.00	\$0.00	\$0.00	\$0.00	US\$20.00	\$0.00

* Once certified will receive the reduced dues on the next bi-annual billing

** Must be certified in a family unit when entered as a new member and will receive the pro-rate dues immediately

*** Head of Household/1st member

FILING BY MAIL – MMR: As new family members are added to a club's roster, a corresponding Family Unit Certification Form must be submitted along with the Monthly Membership Report (MMR) on which the new member is being added and reported to Lions Clubs International. Lions Clubs International will not issue credits to clubs that submit the Family Unit Certification Form after the new member has been added; In these cases the family unit billing rate would take effect with the next per capita billing cycle.

FILING ONLINE – WMMR: The easiest method for club secretaries to certify family units is to use the online Family Unit Certification Form that is part of the WMMR site. The program provides easy to use instructions and drop down menus for many of the data fields. Club secretaries when certifying a family unit, will provide name, address, date of birth, gender and relationship to the first family/head of household member. The program requests that all data field be filled before accepting the certification.

A printable version of the form is also available on the association's Web site www.lionsclubs.org. By typing the word "family" into the association's Web site search engine, you may access the latest family information. For questions regarding the family dues rate contact memberprog@lionsclubs.org and for questions related to certifying family members on-line please contact wmmr@lionsclubs.org.

Student Member and Leo Conversion Program

The Student Member and Leo Conversion Program began July 1, 2007. Students, former Leos and qualifying young adults receive a special dues concession and Campus clubs also receive an extended billing adjustment period.

Who qualifies for the Student Member Dues Rate?

The eligibility definition of "student" is as follows: A student is an individual enrolled in an educational institution and between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Student members are required to provide documentation verifying school enrollment and age.

What are the Student Member Program Components?

- **Active Membership:** Qualifying students are active members and entitled to all rights and privileges, including full voting rights, and subject to all obligations which membership in a Lions club confers or implies.
- **Student Member Dues Rate:** Students receive a special student dues concession, paying only one-half international dues of US\$19.50 and are exempt of any entrance fees. It is further recommended that districts and multiple districts consider exempting or lowering their dues for student members as deemed appropriate.
- **Extended Campus Lions Club Billing Adjustment Period:** Campus Lions clubs with student members have through April 15 for the January per capita billing and through October 15 for the July per capita billing to amend the club roster to accommodate the typical school schedule.

Who qualifies for the Leo Conversion Dues Rate?

1. Former Leos

Current and former Leos between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Current and former Leos are required to provide documentation verifying age and Leo participation.

2. Qualifying Young Adults

Leos also have the opportunity to charter a new Lions club and recruit their peers. Young adults between the age of legal majority in jurisdiction in which they reside and through the age of 30 also qualify as long as at least 10 new club charter members meet the qualifications above as a former Leo. Qualifying young adults are required to provide documentation verifying age.

What are Leo Conversion Program Components?

- **Active Membership:** Individuals who qualify as a former Leo or a young adult they recruit are active members and entitled to all rights and privileges, including full voting rights, and subject to all obligations which membership in a Lions club confers or implies.
- **Leo Conversion Dues Rate:** Current and former Leos and qualifying young adults receive a special dues concession, paying only one-half international dues of US\$19.50 and are exempt of any entrance fees.

Does the reduced dues rate apply to traditional clubs?

All students and former Leos involved in traditional clubs are eligible to receive the Student Member and Leo Conversion Dues Rate. Young adults only qualify when they join a club chartered by 10 or more former Leos.

How does the program benefit traditional clubs?

The Student and Leo Conversion Member Program give every Lions club the opportunity to include and welcome these valuable young leaders. When students and young adults join Lions, they bring new energy, inspire fresh ideas for service and provide increased support for local and international projects. This program encourages clubs to expand their membership, recruit young leaders and involve them in relevant projects.

How To Certify Qualifying Members:

Club secretaries must complete the Student Member and Leo Conversion Certification when reporting qualifying new members using the Web Monthly Membership Report (WMMR) or submit the printable Student Member and Leo Conversion Certification Form along with the Monthly Membership Report (MMR). Once a qualifying member is certified, re-certification is only necessary when there is a change of membership status. The certification of students corresponds with the semi-annual per capita billing cutoff dates of November 30 and May 31.

Filing by paper: Submit the printable Student Member and Leo Conversion Certification Form with the Monthly Membership Report (MMR) in which the qualifying member is being reported. Download the form for complete instructions.

Filing Online WMMR: The club secretary must select “Student,” “Leo Lion” or “Young Adult” from the membership type and complete the online Student Member and Leo Conversion Certification to verify student information when adding a new student member to the club roster.

A printable version of the Student Member and Leo Conversion Certification Form is available on the association’s Web site **www.lionsclubs.org**. By typing the word “student” or “Leo conversion” into the association’s Web site search engine, you may access the latest Student Member and Leo Conversion information. For questions regarding the Student Member and Leo Conversion Dues Rate, contact **student@lionsclubs.org** or **leoconversion@lionsclubs.org**. With questions related to certifying qualifying members online, please contact **wmmr@lionsclubs.org**.

Reinstated or Transfer Member

Any former Lion who drops membership and later applies for reinstatement or transfer is considered a new member if his/her membership drops more than six months previous, and the club will be billed accordingly.

Dropped Members

Full credit is given only when dropped members are reported during June and December of the respective semi-annual periods provided the monthly membership reports reach headquarters by July 31 and January 31 of respective semi-annual periods. Credit for dropped members is not issued any other months of the year.

The names and member numbers of the dropped members and credit amount issued will appear on the monthly club account statement.

Confirmation of Membership Changes

The confirmation of membership changes will be shown on the monthly club statement provided there is a debit or credit issued along with the name and member number of the individual.

Charter Members

Clubs are billed for charter members from the first of the month following the date on which the members were reported. The billing is on a prorated basis for months remaining in current per capita period.