Cabinet Secretary-Treasurer Manual

2009-2010 **English**

Lions Clubs International
Purposes

TO ORGANIZE, *charter and supervise service clubs to be known as Lions clubs.*

TO COORDINATE *the activities and standardize the administration of Lions clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world.*

TO PROMOTE *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

TO PROVIDE *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

TO ENCOURAGE *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

Lions Clubs International
Vision Statement

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

Lions Clubs International
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.*

Lions Clubs International
Mission Statement

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

CABINET SECRETARY-TREASURER MANUAL

TABLE OF CONTENTS

Introduction.....5

Duties of Cabinet Secretary-Treasurer.....6
- Cabinet Meetings
- The Minutes
- Reports
- Suggested Agenda

Working with the Governor.....8
- Traveling with the District Governor

Constitution and By-Laws.....9

Correspondence.....9

Forms and Filing.....10
- Filing System
- Forms
- Monthly Membership Report (MMR)
- Club Officer Reporting Form (PU-101)
- Amendments to PU-101
- Club Rosters
- Other Forms

New Banking Arrangements.....14
- Procedure
- Transfer of Funds

Budgeting and Other Financial Duties.....14
- District Budget
- Cabinet Funding
- Personal Expenses
- District Expenditures

Budgeting and Other Financial Duties (continued)
Keeping the Books
Money Received
Billing of Clubs
Overdue Payments
Payment of Dues and Monthly Accounts
District Governor Recap of Accounts
Audit of District Books

Ordering Supplies 19

District Directory and Newsletter 19
District Directory
Other Directory Suggestions
District Newsletter

Annual Conventions.....21

Lions Clubs International Payment Instructions.....22

Lions Clubs International Foundation (LCIF) Payment Instructions 23

Other Financial Information 24

Organization of International Headquarters.....25

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 competent secretary-treasurer. You can meet this challenge by being adequately prepared. Discuss your duties and plans with your district governor, talk at length with your outgoing secretary-treasurer, and attend orientation and leadership development sessions whenever possible.

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

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

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

Duties of Cabinet Secretary-Treasurer

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

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

Cabinet Meetings

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

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

The Minutes

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

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

Reports

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

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

At each subsequent cabinet meeting, a report on the current 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 district's finances. It is also an important aspect of leadership development within the district.

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

Suggested Agenda

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

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

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

Working with the Governor

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

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

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

Traveling with the District Governor

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

Constitution and By-Laws

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

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

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

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

Correspondence

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

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

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

- Furnish a copy to your district governor, unless it is a routine matter
- Be professional in format of the correspondence, tone and contents
- Reply to all correspondence that seeks a response
- Give an exact quotation from an appropriate constitution and by-laws when writing about a legal or constitutional matter

Forms and Filing

The district governor may wish to have a file on each club, with past Monthly Membership Reports, officers' reports and other data. The governor will probably continue to file current Monthly Membership Reports in those files and keep separate files on the governor's 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, the year of formation of each club, etc.

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

Filing System

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

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

- Conventions/conferences
- Region chairpersons' reports/letters
- Zone chairpersons' reports/letters
- Other cabinet members' reports/letters

Forms

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

Monthly Membership Report (MMR)

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

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

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

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

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

As a club makes changes to their membership online, the changes occur automatically. Changes can continue to be made online throughout the month. The report is cut off on the last day of each month, and no further changes can be made for that month. Additional changes must be included in the next month's report.
PLEASE NOTE: A club cannot file future reports months ahead. If a month's report is missed, the transaction should be included in the next month's paper report submission or online report (WMMR.)

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

Clubs can submit other various forms electronically. For more details, please contact the Information Technology Division at International Headquarters at **it@lionsclubs.org**.

Club Officer Reporting Form (PU-101)

The cabinet secretary-treasurer may compile information for the district or multiple district directory based on the district governor's copies of the PU-101 form. This form can be submitted on paper or through the membership reporting area of the association's Web site no later than May 15. Failure to submit this form means the club will not be included in the international or multiple district directories.

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

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

Amendments to PU-101

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

Club Rosters

A roster of club presidents and secretaries in a district may be prepared and given to the district governor, the cabinet secretary-treasurer and to each member of the district cabinet. Some districts prefer printing their own complete rosters with full addresses and phone numbers (from Lions Club's Officer Reporting forms), and distributing them to cabinet members and all club

presidents and secretaries. Club rosters are also available from the membership Web site WMMR, of the association's Web site. So that everyone can update the roster, the district governor should include any changes in the monthly bulletin or newsletter.

Other Documents

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

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

New Banking Arrangements

If the outgoing cabinet secretary-treasurer still has outstanding invoices to pay, it would be wise to 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, printing of stationery, etc.

Budgeting and Other Financial Duties

District Budget

Prior to taking office, the secretary-treasurer will most likely be asked to assist the district governor in preparing the district's budget for the upcoming year. 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, 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 semi-annual per capita assessment of members in the district. This amount is normally established by a resolution voted upon at a district or multiple district convention.

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

Personal Expenses

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

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

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

District Expenditures

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

Keeping the Books

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

Two actions that usually follow expenditures are:

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

Money Received

The following is a suggested procedure for recording monies received:

1. As payments arrive from the clubs, post the entries in a ledger

2. Enter the totals on the cash journal sheet. For each day, show the breakdown of how the money received is credited. Use the balance of the cash journal sheet to keep current records of how the money is spent in each fund

3. Be sure that all entries are made on a timely basis, or they will accumulate and become a tedious task

4. Deposit checks on a timely basis in the district account

5. Determine monthly balances in the account book; otherwise mistakes in posting will be too difficult to locate

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

Payment of Dues and Monthly Accounts

The cabinet secretary-treasurer usually assists the district governor in monitoring payments of

dues by clubs. Every club must collect in advance all their semi-annual dues (international, multiple district and district) from its members by May 1 and November 1 respectively. It is a constitutional requirement that payments must be made by the established due dates.

A club may automatically be "suspended" if its account with Lions Clubs International has a past due balance of over US$1000, or US$20 per member, whichever is less, beyond 150 days. Once suspended, the club must pay the outstanding balance in full, or offer a payment plan to the Finance Division at International Headquarters, within 90 days, to avoid automatic charter cancellation. Working with the district governor and zone chairpersons closely and promptly could prevent unnecessary charter cancellations of the suspended clubs within the district.

District Governor Recap of Accounts

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

Audit of District Books

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

1. The incoming secretary-treasurer receives the audited books, records and funds from the outgoing cabinet secretary-treasurer. This should be done in a personal way at a mutually agreed-upon time and place so that the incoming secretary-treasurer can fully understand the situation

2. The audited financial statement is presented at the first cabinet meeting, and copies are forwarded to clubs according to requirements of the multiple district constitution

3. At the close of the year, determine whether there are outstanding 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. All billings will be sent to the cabinet secretary-treasurer, and to no one else. It is important that the cabinet secretary-treasurer is the only one who does the actual ordering. Shipments should also be made to the cabinet secretary-treasurer so that their contents can be checked and follow up can occur for back orders.

District Directory and Newsletter

District Directory

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

Here is a sample table of contents:

1. Alphabetical listing of clubs with region and zone

2. Name, address, home and business telephone, fax numbers and e-mail addresses of each cabinet member

3. Name, address, home and business telephone, fax numbers and e-mail addresses of committee chairpersons

4. A region listing that includes:

    a. Name, address, telephone, fax numbers and e-mail addresses of region chairpersons, zone chairpersons, club presidents and club secretaries

    b. Time, place and date of club meetings

5. Name, address, telephone and e-mail addresses of:

    a. Lions Clubs International

    b. 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 a directory should be told in a district newsletter how one can be obtained

- Clubs may be charged for a directory. The charges could be included in the statement of semi-annual dues to clubs

- Include name of spouse in directory when appropriate

District Newsletter

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

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

- Find a simple and inexpensive way to print the newsletter. There are many different ways to provide information to members, including e-mail

- Make the newsletter easy to read

- Give precedence to news of future events and projects:

    1. Upcoming club and district projects

    2. Upcoming seminars and conferences. Mention the International Convention and Lions Leadership Institutes months in advance

    3. Calendar of district governor's official visits

    4. Calendar of installation dates

- Mention names wherever possible

- Provide details of newly formed clubs

- Show membership statistics taken from Monthly Membership Reports

- Report summaries of important cabinet decisions

- Schedule all bulletin mailing dates and make sure this schedule is always met. Many districts e-mail the monthly newsletter to clubs

- Courtesy copies are usually mailed to the multiple district council chairperson and secretary, and to other district governors in the multiple district

Annual Conventions

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

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

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

Lions Clubs International Payment Instructions

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

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

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

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

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

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

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

- ***NON-US DOLLAR PAYMENTS*** – When making a payment with a non-US currency draft or wire transfer, the funds should be deposited in a local country association bank account. The local country association bank account location and account number can be obtained from your district governor, Accounts Receivable Department or the association's Web site. If there is no local association bank account, contact the Accounts Receivable Department at International Headquarters.

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

Direct any inquiries concerning the club's account to the Accounts Receivable Department. The fax number is 630-571-1683. The e-mail address is **accountsreceivable@lionsclubs.org**.

Lions Clubs International Foundation (LCIF) Payment Instructions

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

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

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

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

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

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

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

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

Other Financial Information

The association's Web site contains valuable information about:

- Exchange rates
- Payment instructions
- Unidentified deposits

To access any of these pages, log on to **www.lionsclubs.org** and click on the preferred language, Member Center, Resources, Finance. Then select the page needed.

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

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

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

Sometimes a payment cannot be identified. The payment information is given to the district governor. Unidentified payments are also posted on the association's Web site. Contact the Accounts Receivable Department **accountsreceivable@lionsclubs.org** with proof of payment for payments that are not credited to the club's account.

Beginning July 1, 2007, clubs with an outstanding past due balance were and continue to be affected by the new rules of "Suspension," which stipulate that any clubs with unpaid balances exceeding US$1,000 or US$20 per member, whichever is less, over 150 days, can be "suspended" automatically, with the rights, privileges, and obligations withheld for a period not to exceed 90 days.

If payments are not received within 90 days, the charter of those clubs will be canceled automatically. Before the time limit of 90 days expires, any of the suspended clubs can contact the Finance Division at International Headquarters and request a payment plan to avoid charter cancellation. When the entire amount of the outstanding balance is paid up, either all at one time or through a payment plan, the club will regain the status of good standing.

Organization of International Headquarters

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

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

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

Club Supplies and Distribution Division

E-mail: clubsupplies@lionsclubs.org

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

Supports the effective management of clubs, zones, regions, districts and multiple districts. Supports the Coordinating Lion Program. Provides translation and interpretation services in the association's official languages. Administers non-financial club status quo, releases and cancellations. Processes single club transfers, redistricting, and club mergers. Issues the District Governor, Region Chairperson, Zone Chairperson, Club President Excellence and Service Awards.

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: finance@lionsclubs.org

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

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. Issues passwords to clubs, district and multiple district officers.

International Activities and Program Planning Division
E-mail: programs@lionsclubs.org

Directs diverse operations in researching, planning and developing activity-related materials. 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

Assesses needs and identifies opportunities for new leadership development initiatives and tools; develops and implements leadership development programs designed to strengthen the association by enhancing the quality of Lions leadership through systematic, high-quality learning opportunities.

Legal Division
E-mail: legal@lionsclubs.org

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. Resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Lions Clubs International Foundation (LCIF)
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 Communications 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.

We Serve

The International Association of Lions Clubs

300 W. 22nd Street
Oak Brook, IL 60523-8842, USA
Phone: (630) 571-5466
Fax: (630) 571-1693
E-mail: englishlanguage@lionsclubs.org
www.lionsclubs.org

LA-40 5-09