



Zone Chairperson Manual

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.

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INTRODUCTION

You, as zone chairperson, are a member of the district's leadership team. You are the link between the clubs in the zone and the district team. You motivate and counsel clubs as well as communicate with the clubs. You keep the district's leadership team informed of the clubs' activities and share concerns about any of the clubs with the team. You also encourage clubs to support district programs and activities.

The district governor recognizes your leadership skills. As a leader of the zone you are to maintain quality clubs in the zone. These clubs should understand their purpose in the association, function within the association's constitution and policies, know they are part of the district team and strive for excellence and continuous growth.

THE DISTRICT CABINET

It is important that you understand the purpose of the district cabinet, and how you can work with this team to maintain healthy clubs in the district.

The district cabinet, which meets four times annually, assists the district governor in making administrative plans and policies, which affect the success of the International Association of Lions Clubs within the district. Cabinet members include:

- District governor
- Immediate past district governor
- Vice district governor
- Region chairpersons, (if the position is utilized during the district governor's term)
- Zone chairpersons
- Cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer)
- Other Lions as specified by the district or multiple district constitution and by-laws

WORKING WITH THE DISTRICT CABINET

The district governor represents the International Association of Lions Clubs in the district. The governor supervises and works with the vice district governor, cabinet secretary/treasurer, region and zone chairpersons, and other members of the cabinet.

You, as zone chairperson, collaborate with the district governor to ensure that clubs in the zone:

- Are in good standing
- Are visited more than once annually, which includes the governor's official visit to the club
- Conduct service projects in their community
- Maintain effective internal communications and a continuous community public relations program

- Demonstrate excellent administrative and financial practices
- Implement membership recruitment, orientation and retention programs
- Participate in district, multiple district and international events

The vice district governor is the chief administrative assistant to the district governor. The zone chairperson and the vice district governor together should:

- Identify clubs in the district requiring encouragement to improve their community service activities, membership orientation, membership retention or recruitment practices, and their daily operations
- Prepare and submit reports on the clubs in the zone to the district governor and other district officers, when requested

The region chairperson is an optional position. The chairperson supervises zones within the region. Region and zone chairpersons work together to ensure the growth and success of the clubs in the zone. Together they monitor and discuss:

- The status of each club and ways to reorganize declining clubs
- The service projects being conducted by each club in the zone
- The internal and external communication practices of each club in the zone
- The membership growth and orientation efforts of each club in the zone
- The administrative and financial practices of the clubs

The cabinet secretary/treasurer or the cabinet secretary and the cabinet treasurer are responsible for district finances and record keeping. The zone chairperson provides the following information to these officers to make certain that all the clubs in the zone pay per capita dues and district dues on time and are informed about district events:

- A current list of clubs in the zone with officers' names and addresses
- A report of the status of clubs in the zone, including financial suspension and status quo

The twenty-three district committee chairpersons work with the governor and cabinet members to provide information to clubs and to promote district and international programs. You, as zone chairperson, can work in partnership with the district leadership development, membership, retention, extension and public relations chairpersons to encourage clubs in the zone to:

- Sponsor a new club
- Conduct a membership orientation for new and existing members
- Implement a membership recruitment or growth plan
- Retain existing members
- Engage members in club activities
- Publicize their activities effectively in the community
- Nurture current and future leaders within their clubs
- Utilize the on-line leadership materials

RESPONSIBILITIES OF ZONE CHAIRPERSON

You, as zone chairperson, are the district administrative officer of the zone. You are accountable to the district governor or region chairperson. Your primary responsibilities are to:

- Further the purposes of the association
- Serve as chairperson of the district governor's advisory committee in the zone and call regular meetings of this committee
- Play an active role in membership development including extension of new clubs
- Play an active role in leadership development at the club level
- Perform other functions and acts as may be required by the International Board of Directors outlined in the district officer manuals and other directives

Additional responsibilities are to:

- Monitor the wellbeing and status of clubs in the zone
- Return status quo and financially suspended clubs to good standing
- Attend meetings of each club in the zone. Provide a summary of these visits to the region chairperson. The summary should be sent to the vice district governor with a copy to the governor if there is no region chairperson
- Discuss the status of the clubs in the zone with the region chairperson or the vice district governor if there is no region chairperson, especially clubs that are experiencing difficulties
- Be aware of the activities of all the clubs in the zone
- Suggest and implement methods to assist all the clubs within the zone, especially status quo clubs, financially suspended clubs, young clubs, and clubs with problems
- Facilitate the exchange of ideas about programs, projects, activities, and fund-raising methods among clubs in the zone
- Promote district, multiple district, and international programs to clubs in the zone
- Ensure that every club in the zone follows its constitution and by-laws
- Encourage clubs to attend international, multiple district and district conventions
- Work in harmony with the district cabinet
- Attend all regularly scheduled meetings of the district

DISTRICT GOVERNOR'S ADVISORY COMMITTEE

The zone chairperson, club presidents and club secretaries of the clubs in the zone are members of the District Governor's Advisory Committee. The zone chairperson is the committee chairperson. This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district. The zone chairperson shares the recommendations with the district governor and district cabinet. The committee meets at least three times annually. A fourth meeting, if held, could be an occasion to honor present or past club officers. Advisory committee meetings are reported to the district governor using the DA-ZCM Form. A sample form is located at the end of this manual.

The committee meetings provide an opportunity for the zone chairperson to promote and encourage unity among clubs in the zone. The clubs exchange ideas about club operations and management during the meetings as well as projects, activities and fundraisers.

The committee's responsibilities are to:

- Assist the zone chairperson in making sure that every club operates efficiently and follows the association's constitution and by-laws and policies
- Promote attendance at the district, multiple district and international conventions
- Promote attendance during charter nights within the zone
- Discuss ways of helping clubs that need assistance with membership or leadership development
- Promote various club functions such as inter-club meetings, installation of club officers, induction of new members, ceremonies honoring Key Award recipients and other club events

The following checklist can help a zone chairperson plan successful meetings:

- Select a meeting time when the majority of the clubs can be represented
- Send meeting notices well in advance
- Prepare an agenda for each meeting. Ask someone to be a recording secretary
- Provide name badges for all attendees
- Encourage attendees to share their thoughts and ideas with others
- Send meeting minutes to all club presidents and encourage them share the information with the members of their clubs

FIRST ADVISORY COMMITTEE MEETING

Discussion topics for this advisory committee meeting include:

- The general welfare of clubs in the zone
- The duties of the club president, secretary, and treasurer
- The goals of the district governor and the zone chairperson
- The association's international program
- The advantages of a club fulfilling its financial obligations, including district, multiple district and international dues. Clubs should be reminded to check their monthly account statements to verify that payments have been credited
- The importance of the Monthly Membership Reports and their timely submission, and the advantage of reporting online
- The rules for the Club President Excellence Award

SECOND ADVISORY COMMITTEE MEETING

Discussion topics for this advisory committee meeting include:

- Review progress toward the clubs' goals
- Examine clubs' membership recruitment and retention plans

- A sponsor's responsibilities for a new member
- New member induction and orientation
- Leadership development needs among clubs
- Potential communities where new clubs can be organized

THIRD ADVISORY COMMITTEE MEETING

Discussion topics for this advisory committee meeting include:

- A club's nominating committee
- How to report club officers for the next fiscal year online or by submitting an Officer Reporting Form (PU-101)
- Club officers installation and orientation
- An annual audit of a club's funds
- Club delegates and alternates for the district, multiple district and international conventions
- End-of-the year club awards. Club secretaries should allow sufficient time to order and receive the awards from headquarters

WORKING WITH CLUBS

Determine the specific needs of each club by visiting the clubs in the zone, at least once, during the year. Listen attentively to the concerns of the members and give constructive advice. The results can be enthusiastic members and healthier clubs. Document your findings and the advice given to the clubs to determine the progress of each club.

Behaviors in healthy clubs and in declining clubs are significantly different. Healthy clubs:

- Are well organized
- Meet on a regular basis
- Have members who are enthusiastic and take pride in their club
- Maintain a continuous membership growth
- Engage their members in activities that are meaningful to them
- Sponsor numerous service projects which meet the needs of the community
- Conduct successful fund-raising projects
- Maintain a strong public relations program within the community
- Include members interested in becoming leaders
- Pay their dues on a timely basis and seldom have past-due accounts
- File monthly membership reports on time

Clubs that are declining:

- Comprise of members who lack initiative, unity, and show an indifference to each others' needs
- Have poor membership retention and/or growth
- Sponsor few service activities to benefit the community
- Conduct no new member orientation program

- Have few or no members interested in becoming leaders within the club
- Do not have representation at district, region or zone functions
- Are delinquent in paying their dues
- Face the possibility of being placed on status quo or on financial suspension

Declining clubs can become a well functioning entity by developing:

- Well-planned and organized meetings held regularly
- Well-organized board of directors and committees
- A good membership growth and development program with prompt inductions
- A major service activity and a major fundraising project with community involvement and contributions
- Good public relation programs both within the club and in the community
- An agenda to attend and participate in zone, region, district, multiple district and international meetings
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Speak to clubs about the resources available to increase membership and develop leaders as well as recognize the clubs' achievements during your visit. Be prepared to be a motivator, counselor and or communicator while visiting clubs.

As a motivator a zone chairperson:

- Recognizes clubs' successful community service projects and public relations events
- Encourages team spirit and unity among club members
- Explains the importance of respecting and working with other club members
- Encourages members to participate in district events, conferences, and training
- Encourages members to accept leadership challenges

As a counselor a zone chairperson:

- Offers direction and support to clubs
- Informs clubs of resources available from the association and the community
- Listens to the concerns of the clubs
- Offers amicable resolutions to misunderstandings and problems within clubs
- Provides guidance to status quo clubs and clubs in financial suspension
- Offers direction to clubs that are experiencing difficulties
- Encourages strong successful clubs to set higher goals

As a communicator a zone chairperson:

- Informs clubs about district and multiple district events and training opportunities
- Provides suggestions on how clubs can participate in district events
- Report the clubs' activities to district officers
- Promote the purposes of the International Association of Lions Clubs

RESOURCES TO ASSIST CLUBS

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, or refer to issues of THE LION Magazine to find a listing of specific contact numbers.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division.

Club Supplies and Distribution Division

E-mail: clubsupplies@lionsclubs.org - **Ext: 6708**

Purchasing – X6811

Sales – X6888

Shipping – X6720

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 - **Ext: 6912**

Board Meeting Activities – X6790

Registration & Housing – X6787

Services & Meeting Logistics – X6949

Travel & Administration Services – X6877

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 - **Ext: 6823**

English Language – X6889

Eurafrican – X6929

Ibero-American – X6862

Pacific Asian – X6953

Assists districts and clubs with administrative matters, including the development and distribution of district and club officer manuals. Provides language services in the association's official languages. Administers club status quo, releases and cancellations, single club transfers, redistricting, and club mergers. Issues Service Awards, Club President, Region and Zone Chairperson, and District Governor Excellence Awards.

Extension and Membership Division

E-mail: extension@lionsclubs.org - Ext: 6788

Membership Operations – X6904

Membership Programs – X6927

New Clubs & Marketing – X6874

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 - Ext: 6881

Accounting – X6869

Accounts Receivable – X6951

Budget & Auditing – X6945

Membership Billing & Account Service – X6878

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 - Ext: 6863

Club & Officer Records – X6938

Information Systems – X6957

Network Services – X6970

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

International Activities and Program Planning Division

E-mail: executiveservices@lionsclubs.org - Ext: 6733

Health & Children's Services – X6867

Program Development – X6924

Youth Programs – X6956

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 - Ext: 6910

Institute & Seminars – X6838

Leadership Administration – X6923

Program Design & Development – X6780

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 - **Ext:** 6749

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 (LCIF)

E-mail: lcif@lionsclubs.org - **Ext:** 6916

Campaign SightFirst II – X6897
Communications – X6887
Development – X 6848
Donor & Financial Services – X6859
Donor Systems – X6876
Humanitarian Programs – X6826
Lions Quest – X6818
Sight Programs – X6895

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

Public Relations and Communication Division

E-mail: pr@lionsclubs.org - **Ext:** 6764

Advertising & Production – X6880
Graphics – X6752
Magazine – THE LION – X6805
Public Relations – X6864

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.

LIONS CLUBS INTERNATIONAL Web site, located at www.lionsclubs.org, is an essential tool for clubs. The site offers basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. Many publications, forms and reports can be downloaded from this site.

The Web site also offers a unique membership reporting area enabling club officers to view and update their club membership records. Adding a new member, dropping a member, transferring a member in from another club and reinstating a member, as well as updating a member's address, telephone number, fax number, e-mail address, etc. can be accomplished through this area. In addition, clubs can update their club officers and view and update information related to a club branch affiliated with their club. Club presidents, secretaries and treasurers will annually be issued passwords to access this information.

The Club Resource Center on the Web site offers much information regarding club management, programs, activities and public relations.

STANDARD FORM LIONS CLUB CONSTITUTION AND BY-LAWS (LA-2), is the club's primary governing guidelines. This document outlines the structure, duties and responsibilities of Lions clubs and officers, and is the ultimate guide for club management. It is available on the Web site at <http://www.lionsclubs.org/EN/content/pdfs/la2.pdf>.

CLUB OFFICERS MANUAL (LA-15), provides club officers basic information regarding their responsibilities and duties. Club officers can review and download the manual from the Club Resource Center on the association's Web site.

PERIODICALS including the THE LION Magazine, which each Lions club member receives. *Lions Newswire*, the monthly newsletter on the association's Web site, keeps members throughout the world informed of important events as well and association policy changes and news of current Lions events and activities. Members can read *Lions Newswire* each month at http://www.lionsclubs.org/EN/content/news_news_online.shtml.

THE HEALTHY CLUB TOOLBOX offers guidance to clubs in the areas of club management, membership development, service activities and public relations. These materials are accessible from the Club Resource Center on the association's Web site.

THE LIONS LEADERSHIP RESOURCE CENTER, accessible via the association's Web site, offers easy access to leadership development tools and resources to nurture and develop leadership skills among Lions. Club members can visit the center at http://www.lionsclubs.org/EN/content/news_train.shtml.

THE 5 STAR QUALITY CLUB INITIATIVE is a comprehensive approach to club management and development focusing on service, communication, membership, retention and club operations.

HOW ARE YOUR RATINGS (ME-15B), accessible on the association's Web site, is a series of questions that will help clubs determine their strengths and weaknesses. Clubs can develop a plan to improve themselves based on the results of this questionnaire.

COMMUNICATING WITH CLUBS

Zone chairpersons keep clubs in the zone informed of zone, district, multiple district and international events and training opportunities. Zone chairpersons utilize the communication method that is most effective. Advance publicity of events result in good club participation at the events. Communication with clubs is achieved by:

- Issuing a monthly calendar of events to clubs
- Providing a calendar of events at each District Governor's Advisory Committee meeting
- Providing important dates in the district newsletter
- Sending electronic reminders to club officers
- Implementing other communication methods that have proven to be effective

Zone, district, multiple district and international events and training opportunities are:

- The zone chairperson's and the district governor's visit to a club
- District Governor's Advisory Committee meetings
- District, multiple district and international conventions
- Club officers' orientation
- Other special events clubs should attend

Responding to club's questions and concerns promptly and effectively is an important component of good communication with clubs. Zone chairpersons often become a motivator or counselor when responding to a club's concerns.

RECOGNIZING ACHIEVEMENTS

Volunteers deserve recognition as individuals or groups. It makes them feel appreciated. Recognition motivates volunteers and increases their self-confidence. Recognition could be a certificate, pin, banner or other tangible object or a simple thank you, buying lunch for an individual or group, the volunteer's or club's name in media print, or other informal method of recognition. Recognition should be appropriate, timely, and genuine. Recognition benefits the recipient, the club and the community.

Numerous awards are available from the association to honor the accomplishments of individuals and clubs. The association offers a variety of awards for individuals or clubs. The Web site provides guides to awards and recognition for Lions, clubs, districts and multiple districts, non-Lions, Leos and non-Leos and international leaders. The guides can be downloaded at: http://www.lionsclubs.org/EN/content/resources_broch_lead.shtml.

The *Art of Recognition*, available from the same Web site, offers a variety of ideas to recognize achievement.

The **Club President Excellence Award** recognizes the achievements of a club president. Zone chairpersons should be familiar with the award criteria and promote the award to clubs.

The accomplishments of the clubs in the zone can recognize the zone chairperson 's achievements. How? **A Zone Chairperson Excellence Award** recognizes the individual for his/her efforts in the zone and the achievements of the clubs in the zone.

Both award applications are available on the association's Web site at the following location: http://www.lionsclubs.org/EN/content/resources_broch_clubadmin.shtml, and in this manual.

ADDITIONAL INFORMATION

STATUS QUO CLUBS – Monitoring the general health of Lions clubs in the zone, providing assistance to clubs in preventing clubs from going into status quo, and reactivating clubs in status quo are the very important responsibilities of the zone chairperson.

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club.

When a district governor feels it would be in the best interest of the club to be placed in status quo, he/she makes such recommendation to headquarters before December 31. The recommendation form must be signed by the governor and vice district governor or zone chairperson. The same procedure is required when the club is ready to be released from status quo.

While a club remains in status quo, the zone chairperson should offer support and encouragement to club members by:

- Holding meetings to discuss the future of the club and ways to reorganize the club
- Making sure the club reports its status to the district governor
- Encouraging the club to pay any outstanding balance, if a debt exists
- Assisting members to recruit new members aggressively

At the same time, the zone chairperson must make sure the status quo club is not involved in the following activities:

- Conducting service activities and fundraising activities
- Participating in district functions and seminars
- Endorsing or nominating a candidate for district, multiple district and international office
- Submitting the Monthly Membership Report
- Sponsoring new clubs, including Leo and Lioness club

REACTIVATION OF STATUS QUO CLUB – Within 90 days after being placed in status quo, clubs can complete the following steps and be released from status quo:

- Solve the status quo reason
- Pay all outstanding balance in the club account and submit the proof of the payment to headquarters
- Have a minimum of ten members

The governor officially requests the club be returned to good standing when these conditions are met. The club will be returned to good standing with the members and officers on file. The club is obligated to file a Monthly Membership Report after being returned to good standing. This will ensure that the club's membership is up-to-date. Passwords will be issued to a club's president, secretary and treasurer when their club regains its active status.

FINANCIAL SUSPENSION OF CLUBS A Lions club can be suspended automatically if it has an outstanding balance of more than US \$1,000 or US \$20 per member; whichever is less, over 150 days old. A suspended club can be reactivated within 90 days by paying the outstanding balance in full, or committing to a payment plan and making monthly installment payments. If not, the charter of the club can be 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. However, the clubs cannot be involved in the following activities:

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

Each month the association notifies all district governors of which clubs in the district are in suspension, were released from suspension or cancelled. Zone chairpersons can help prevent unnecessary charter cancellations by encouraging suspended clubs to either pay the outstanding balance or negotiate a payment plan with the Finance Division at International Headquarters.

Quite often, non-payment is not totally due to lack of funds. There are times when club officers are ill or out of town on business, and failure to make payments on time occurs. Also, complicated international banking systems can delay payments. No matter what the reasons may be, it is the responsibility of each Lions Club to pay its per capita dues on time.

One of the most important duties of zone chairperson is to ensure that all the clubs in the zone are in good status with their accounts at any time of the year. Such special efforts made by zone chairpersons can help clubs in the zone, the zone itself, and affect the financial health of the association.

MONTHLY MEMBERSHIP REPORT

The Monthly Membership Report (MMR) is used by every Lions club to report monthly 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 to be mailed to the International Headquarters, the second to the district, and the third to be 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 months ahead. If a month's report is missed, the transaction should be included in the next month's paper submission or entered into WMMR.

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

It is important that the district governor distributes copies of the membership 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.



2008-2009 CLUB PRESIDENT EXCELLENCE AWARD APPLICATION

In order to receive the Club President Excellence Award, each club president must have the club secretary fill out this form and have it approved and signed by the district governor. Charter presidents in clubs organized during the first six months of the fiscal year shall be eligible. In undistricted areas the Coordinating Lion or provisional region/zone chairpersons should sign the completed form. The completed form must be mailed to the English Language Department at International Headquarters, or faxed to (630) 706-9130, to arrive by September 30, 2009. The award will be mailed to the 2009-2010 district governor for presentation. In undistricted areas the award will be mailed directly to the coordinating Lions or directly to the 2009-2010 club president.

Club Number	Club Name	Date
2008-2009 Club President's Name		Member Number

Requirements. Please confirm completion by checking the boxes and supplying requested information.

- 1. The club has furthered the association's purposes and has adhered to the association's constitution and by-laws as well as its policies.
- 2. The club has conducted at least one service activity during the year. Please explain briefly what activity was conducted: _____
- 3. The president has attended all of the following Lions meetings during the year. (In case of emergency, a representative of the club president may attend on behalf of the club president.)
 - (a) At least two zone meetings. Dates: _____ Location: _____
 - (b) Club officer orientation/training. Date: _____ Location: _____
 - (c) District, multiple district, or international convention. Which one? _____
- 4. The club has submitted each of the following reports to International Headquarters by the due dates:
 - (a) Monthly Membership Report (C-23-A)
 - (b) Annual Club Officer Report (PU-101)
- 5. The club is in good standing with Lions Clubs International, the multiple district and the district at the end of the fiscal year, June 30.
- 6. The club has achieved a net gain in membership by June 30. Number of net gain: _____
- 7. New members were properly inducted, oriented and involved in service activities and/or committee work.
- 8. The club has made a contribution to LCIF. Date: _____ Amount: \$ _____

What was the club's most outstanding accomplishment in 2008-2009?

Request for review of award eligibility from a disqualified club president shall be considered only if received at international headquarters within 12 months after completion of the club president's term of office, provided that the original application form is already filed at international headquarters.

I certify that the above facts agree with the records of the district.

Date	Signature of 2008-2009 District Governor	District
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**DISTRICT GOVERNOR'S ADVISORY
COMMITTEE MEETING REPORT**

Meeting held at (city) _____ Date _____ Time _____ Adjourned _____ p.m.

Clubs at meeting

(1) _____ Pres. Secy.	(2) _____ Pres. Secy.	(3) _____ Pres. Secy.
(4) _____ Pres. Secy.	(5) _____ Pres. Secy.	(6) _____ Pres. Secy.
(7) _____ Pres. Secy.	(8) _____ Pres. Secy.	(9) _____ Pres. Secy.
(10) _____ Pres. Secy.	(11) _____ Pres. Secy.	(12) _____ Pres. Secy.

Clubs not represented _____

Were all subjects on agenda discussed? _____ If not, which were not? _____

Are all clubs in the zone conducting service activities? _____ If not, identify those that are not.

Which clubs have not established a membership development plan for this year? _____

Are regular board of directors meetings held at least monthly in all clubs? _____

If not, give the name of the club or clubs and the reasons given by the officers _____

Which clubs have continuous community public relations programs? _____

Next Advisory Committee Meeting will be held at (City) _____ Date _____

Other matters to report: _____

Signed _____ Zone No. _____ Region No. _____ District No. _____
Zone Chairperson

**Send a copy of this report to the district governor and the region chairperson.
Retain a copy in the zone chairperson's file.**

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