**GLT Leadership Program**

**DISTRICT N-2**

 **2016-17 **



****

**SECRETARY SCHOOL**

**PARTICIPANT HANDOUT**

**Updated by**

**LION BOB LYLE PCC**

**GLT DISTRICT N2 COORDINATOR**

 **“QUALITY LEADERSHIP IS THE KEY TO OUR SUCCESS.”**

# LIONS SECRETARY SCHOOL 2016-17

Congratulations to all on your election as secretary of your Lions clubs. A good secretary is a guarantee that his/her Lions Club will continue to be successful, not only in the community, but in our district and Lions International. You are the president's right hand person and the key to his or her success.

The club officer’s manual can be found on the LCI website. Go to [www.lionsclubs.org](http://www.lionsclubs.org/) and click on member center and then on Managing a Club on the top toolbar. On the left click on Club Resource Center. In the middle of the page click on club officers, then on manuals and guides. The Officer’s Manual is the third item listed. It can also be found under the secretary resources. This is an excellent manual which I recommend you print for your use. This section of the LCI website has many of the forms used by a secretary.

 During the school we will talk about filing manually, as well as filing electronically.

**YOUR RESPONSIBILITIES:**

**[1] Working with**:

1. Your club president
2. The board of directors
3. The district
4. Lions International
5. The club membership
6. Your bulletin editor

## [2) Maintaining and keeping club records up to date

1. Minutes of regular and board meetings
2. Attendance records
3. Records of members
4. Membership and activities reports

##  [3] Correspondence

1. Incoming (home address or box # easy to get at. Pick up often and act upon as soon as possible). Use some coding system.
2. Outgoing: Do as quickly as possible, keep a copy of each one.

## [4] Ordering and maintaining club supplies, pins and awards

1. 100% attendance, yearly and 5, 10, 15, 20, etc. (order from LCI store toolbar on LCI website).
2. Officer's and director's pins and badges

 (Lapel pins, vest badges, order from International)

1. Monarch/Charter Chevrons (10, 15, 20, etc. years of service) sent to DG by LCI.
2. Visitation awards (pins and bars from CST.)
3. Key awards (issued automatically from Lions International)
4. Club Excellence award (In appendix H, on LCI, district & Hantsport websites)
5. Be knowledgeable of the awards available to the club and its members.

**Eg: 100% Secretary, Club Excellence, Outstanding President, Secretary and Rookie of Year.** (Forms in appendix H, or on Hantsport website.

1. General club supplies (usually looked after by another Lion). Lions in Canada will order their supplies from LCI Store online.

## [5] Completing forms. Getting (Password-See Appendix B)

* "M" Reports C-23-**A Form in appendix** A (manually **or electronically See Appendix B**) Blank form in Appendix F.
* District Activity Report monthly **to DG, VDGs, ZC, and NS Lion Editor) (see appendix C completed sample).**

### LCI Yearly Activities Report (done electronically) See Appendix B

* Global Membership Committee members to both DG and GMT Coordinator-July 31
* Global Membership Committee reports to DG and GMT Coordinator by May 31 and Dec 31
* PU 101 forms (**electronically or form on LCI website under club resources) Copy to DG and VDGs by May 15.** **Also in appendix H.**
* Support Center-Training Area (See Appendix B)

###  [6] The secretary's role in the Zone & District

1. Attending Zone Meetings (Prepare a club report)
2. Attending Cabinet Meetings & District Conventions
3. Keeping the Governor, Vice- Governors & Zone Chairmen up to date on club activities.

#### Zone Advisory Committee

* Zone Chairman
* Club Presidents
* Club Secretaries
* Meets at least three times each year.
* Voting at zone meeting-ZC, Pres., Sect., or acting Pres. and Sect.

**Voting at Cabinet Meetings**

* Past District Governors
* District Governor
* Vice District Governor
* Cabinet Secretary Treasurer
* Zone Chairmen
* District Chairmen
* Club Presidents
* Club Secretaries

## Acting Officers at Zone/Cabinet Meetings

* ZONE: Written confirmation to ZC prior to meeting.
* CABINET: Written confirmation to CST prior to meeting.

## Voting at Conventions

Nova Scotia and MD Conventions:

* One voting delegate per 10 members, or major portion thereof.
* List to CST prior to convention.
* Good standing.
* Member a year and a day.

### 7) Policy Manual, By-Laws and other Legal Documents

Each club should have copies of the N2 By-Laws and Policy Manual. These may be obtained from the Hantsport and District Lions Club’s website: [http://www.hantsportlionsclub.com](http://www.hantsportlionsclub.com/)

There is also other valuable district information on this website, such as 100% Secretary and Club Excellence forms.



###  [8] Membership record keeping

1. New member (Form ME-6B) is a pocket sized form(**on LCI website)**)
2. Transferred member (form ME-20) **on LCI website & in appendix.**
3. Re-instated member (include on M report)
4. Dropping a member (include on M report)

###  (All of the above can all be recorded electronically)

E. Types of membership (include on M report) **SEE APPENDIX D**

1. Active
2. Life
3. Member at large
4. Privileged
5. Honorary
6. Associate
7. Affiliate

### 9) Family Membership Plan (Done electronically)

* Who are family members?
* Dues structure.
* Entrance fees.
* Reporting procedures.
* New Members.
* Charter members

### 10) MD N Composition

* N-1 New Brunswick, PEI & 3 Maine clubs
* N-2 Nova Scotia
* N-3 Western Newfoundland & Labrador
* N-4 Eastern Newfoundland

### 11) Attendance Make Up Rules (13 days before & 13 days after)

* Regular/special meeting of another club.
* Director Meeting of your home club.
* Committee meeting of your club.
* Project or activity of your club.
* Zone or Cabinet Meeting or convention.
* Visit to International Headquarters.

### 12) Dealing with New Members

* Application
* Induction
* Membership Kit
* Orientation
* Sponsor’s Role
* Committee Assignments
* Records

### 13) Monthly Membership Report See Appendix “A” manually and “B” electronic

* LCI
* DG
* Vice-District Governors
* Zone Chairman
* Editor Nova Scotia Lion

### 14) District Monthly Activities Report-See Appendix “C”

* District Governor
* Vice-District Governors
* Zone Chairman
* Editor Nova Scotia Lion

### 15) District and MD Awards

* Best Club-Contest
* Visitations-Personal, club
* Public Relations-Scrapbook
* MD Best Secretary June 30
* MD Best President June 30
* MD Rookie of Year June 30
* 100% Secretary July 31
* Lion of the Year July 31

**MONTH TO MONTH ACTIVITIES FOR A LIONS CLUB**

**JULY**

100% secretary and club excellence forms to DG-July 31

International Convention (sometimes late June)

District Governor's organizational meeting (sometimes August)

Bills will be received from District and International

**AUGUST**

Global Membership Team members to DG and GMT Coordinator by the 31st

District Golf

**SEPTEMBER**

1st Zone Meeting (maybe held in October) District dues must be paid by October 1st

International dues must be paid by October 1

USA/Canada Lion's Leadership Forum

**OCTOBER**

Fall Cabinet Meeting

World Service Day

District Bowling

**NOVEMBER**

Multiple District Fall Rally

2nd Zone Meeting (sometimes later)

Lions Information Schools (usually held in October-November period)

Diabetes Awareness Month

**DECEMBER**

Club Global Membership report to DG and GMT Coordinator-December 31

Merry Christmas

**JANUARY**

Founders Month

Bills will be received from District and International

3rd Zone Meeting (could be held in February-April period)

Appoint Nominating Committee

Club Speak-out (normally held in November-February period)

**FEBRUARY**

Winter Cabinet Meeting

International dues must be paid by March 1

District dues must be paid by March 1

District Curling (usually held late February to early March)

Zone Speak-Out (held in February or March)

**MARCH**

Nominations to District for 2nd Vice-District Governor

1st meeting report of nominating committee [information only]

2nd meeting report of nominating committee (nominations from the floor, if any)

**APRIL**

Elections, if needed, for next year’s officers at first meeting

Lions Awareness Month

4th Zone Meeting (optional)

Nova Scotia Convention in late April-early May

Lions Cavalcade for Diabetes

**MAY**

Walk for Dog Guides

Multiple District Convention (usually the long weekend in May)

PU 101 submitted to DG, VDGS and International by May 15

Lion's Recycle for Sight Month

Global Membership report to DG and GMT Coordinator by May 31

**JUNE**

Nominations for Lion of the Year send to the District Governor.

**Nominations for the Best President, Best Secretary and Rookie of Year are to be sent to the District Governor by June 30.They must be signed by the Zone Chairman** LCI Activity Report filed by June 30 (completed monthly if possible)

**EACH AND EVERY MONTH**

* District Activity Report which is to be postmarked **(or filed electronically)** no later than the 2nd of the month. **Send to DG, two VDGS, ZC, and Editor NS Lion**.
* M Report, if filed using MYLCI, by midnight the last day of the month/
* LCI M Report by 20th**if mailed, sent by FAX, or e-mail**
* **(Unless filing electronically)** the President reads and signs the M Report **NO copies of the M Report to DG, VDGs, ZC or NS Lion**Bulletin or newsletter sent DG, two VDS, ZC and 3 judges.
* District Activity Report, bulletin/newsletter, pictures, and articles sent to Editor N.S. Lion.

Each club should have copies of the N2 By-Laws and Policy Manual. These may be obtained from the Hantsport and District Lions Club’s website: [http://www.hantsportlionsclub.com](http://www.hantsportlionsclub.com/)

There is also other valuable district information on this website, such as 100% Secretary and Club Excellence forms**.**



Don't be afraid to ask if you are not sure of your responsibilities as secretary.

**Note:**  Secretary should have copies of all the forms to be used throughout the Lions year.



# APPENDICES

1. **Manually Filing of M Reports pg. 9**
2. **Using MyLCI for Electronic Reporting Pg. 10-13**
3. **Completed District Activities Report Pg. 14-17**
4. **Membership Categories Pg. 18**
5. **Rules for Best Club Contest Pg. 19-21**
6. **LCI Service Activity Report Pg. 22-24**
7. **Global Membership/Leadership Teams Pg. 24-25**
8. **Forms pg. 25**

**APPENDIX “A”**

# MANUALLY FILING MONTHLY MEMBERSHIP REPORT (C- 23-A) See Form in Appendix

1. Must be filed by 20th of the month when mailing.
2. Types of membership
3. Members dropped and reason (D)
4. Member transactions (A, B, C and D)
5. Club identification, month and year
6. Club, secretary's name and address
7. Branch club and number of LEO members
8. New and reinstated members, change of name and address. Use transaction codes "A", "B", "C", "E", "F"
9. Enter dropped members from box "D" with member’s number and code
10. Club president **must** read and sign. It is a good idea for the secretary to sign also.

Send to LCI by Canada Post, FAX or e-mail monthly by the 20th

**Of course keep a copy for your file**..

**APPENDIX “B” USING MyLCI FOR FILING REPORTS**

# MyLCI Applying for a Password - Welcome to the LCI Logon Page

* New User/ Click here to register now
* Put in member number, codes and click on submit
* Application form opens up for completion
* Select USERNAME, PASSWORD
* And questions for future reference
* Click on submit
* Your PASSWORD should be sent to you by e-mail.
* Store your PASSWORD and USERNAME in a safe place**.**

# Using MyLCI to File and Access Reports - Go To Welcome to the LCI Logon Page

Put in USERNAME and Password and click on submit. The MyLCI homepage opens up. On upper toolbar (left) click on MyLions Club and the following dropdown menu appears.

Members: This is where you add, drop, transfer a member into your club, reinstate (a member who has been out less than one year), etc. members. You can also change member’s information. If there are no changes click on No Activity This Month.

## EG: TO ADD A MEMBER

* My Lions Club menu, select Members. If you do NOT have any membership changes to report for the month, click the Report No Changes for Month drop down arrow and select the month you are reporting on. You will then receive a confirmation message and you’re done!
* If you DO have membership changes to report, such as a new member, \* click the Add Member drop down arrow and select either New Member or Prior Member of this Club.
* If we select New Member, \* the Add Member page is displayed. What you are seeing now is only showing the top half of the page. From here you would tab from field to field to fill out the information. If the software finds any errors, a message will be displayed in red below the entry field.
* The bottom portion of the Add Member page displays where you will enter the new member’s mailing address. \* Once you select the country for the member, the rest of the address entry fields will be displayed. After entering the complete address, a preview of a mailing label will be displayed. If you find that mailing label is not properly formatted, you can go back and re-enter the mailing address. With Lions in 206 countries and geographical locations we want to ensure that each member’s mailing address is correctly formatted for their area.
* **Club Information: The basic information regarding your club is here and can easily be updated.**
* **Officers: Club officers shown here. This is where you do your PU 101 electronically as well as change officers during the year.**
* **Statements/Dues’ Club balances with LCI, as well as dues status included hers.**
* **Service Activities; these are your club’s service activities such as eyeglass collection, building a ramp; senior’s lunch, etc. It is recommended these be done monthly rather than at the end of the year.**
* **Signature Service Activities: A signature activity is one that take place on a regular basis (radio bingo, senior lunches, etc.) Once listed additional information can be added as required. EG: number of Lions, money raised, etc.**
* **Service Activity Goals; Some clubs create service activity goals at the beginning of the year.**
* **Reports: The following reports are available by clicking on the report names.**
* **Family Unit Report**
* **Club Attendance Sheet**
* **Club Roster**
* **Club Monthly Reporting History**
* **Monthly Membership Report - Detail**
* **Lions Club Contact List**
* **Lions District Officer Contact List**
* **Club Roster of Membership Data**
* **Lions Club Officer Report for Current Year Lions Club Officer Report for Next Year**

**On the upper right hand side of the page you will see SUPPORT CENTER. Click on that and the following drop down menu appears.**

# MyLCI Support Center

Resources

[Training Area](https://mylci.lionsclubs.org/TrainingRedirect)

[Create a free Web site for your District](http://www.lionsclubs.org/EN/member-center/managing-a-district/e-district-house.php)

How Do I …

[Remove tasks from my task list?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[See the clubs in my district?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[See the officers in my multiple district?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[Use the MyLCI web site?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[Change my contact information](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

Please note the training area is available to you. It is relevant to your club so you can practice performing functions without affecting the member data in the training site. It is well worth your while to practice on this site before doing your July 2016 reporting.

# MyLCI Filing PU 101 Electronically

1. Go to [www.liomsclubs.org](http://www.liomsclubs.org/)
2. Upper toolbar-click on MyLCI
3. Welcome to login page- put in username and password-click submit.
4. Home Page opens-click on My Lions Club on upper blue toolbar.
5. On drop down menu click on officers.
6. Click (on Select Term) then click on (next year).
7. List of Positions-select position
8. Click on add officer
9. Select member from list-click on name
10. Click on save
11. Go back to officers and start process again

# MyLCI E-mail Your PU 101 to DG & VDGs

1. Click on reports on the dropdown menu; A list of reports shows up, Click on the last one (Lions Club Officer report next year),That opens your PU 101,

If it is correct you can save and send from one of the toolbars; I use the black oval toolbar that shows up at the bottom of the form when you move your cursor down the page,

1. Click on the save icon and save to your documents;

You then have a copy for yourself and you can send it to the DG and VDGs as an e-mail with the PU 101 attachment**.**

## APPENDIX “C”

**District Activity Form Sample**

## DISTRICT ACTIVITIES REPORT- Revised 2014

***For District use only with copies to DG, two VDG’s, Zone Chair and Editor of Nova Scotia***

***Lion to be completed each Month***

|  |  |
| --- | --- |
| **Club:** Riverside Lions Club  | **Month:** December  |

|  |
| --- |
| **25**  |
| **1**  |
| **4**  |
| **0**  |
| **4**  |
| **1**  |
| **0**  |
| **0**  |

|  |
| --- |
| **26**  |

**Fill in membership numbers as per your Clubs data on MyLCI**  Regular Members

**Fill in number of LCI Life members who are active or Non-Active\*** Active LCI Life Members

***(Active LCI Life members are those who attend meetings and*** Non- Active LCI Life members ***participate in Club projects and activities*)** Members-at-Large

 **(not Life members of Lions Foundation of Canada or N.S)** Honorary members

Privileged Members-

**Total of Regular and LCI Active Life Members** Associate Members

 ***This number used to calculate percentages for*** Affiliate Members  ***Visitations, etc.***

**1. ATTENDANCE : ZONE, CABINETS, CONVENTION, INFORMATION SESSIONS:**

###  Information Sessions (one time only per year)

|  |  |  |
| --- | --- | --- |
| Location  | Number of Lions attended  | Date attended  |
| **Riverside**  | **12 Lions**  | **February 10th**  |

### Fill in numbers attended and date

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Own** Zone meeting  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **12**  | Date  | **Dec 10th**  |
| DGO  | Pres.  |  | Sect.  |  | No. others  |  | Date  |  |
| Fall Cabinet meeting  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **13**  | Date  | **Oct 30th**  |
| Winter Cabinet Mtg.  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **13**  | Date  |  |
| Convention  | Pres.  |  | Sect.  |  | No. others  |  | Date  | **April 30th**  |

#### 2. DISTRICT & INTERNATIONAL DEADLINES: Use X if monthly deadline met

|  |  |
| --- | --- |
| District Activities report to DG by 2nd of the month  | **X**  |
| District Activities report to both VDG’s by the 2nd of the month  | **X**  |
| District Activities report to your Zone Chair by the 2nd of the month  | **X**  |
| Membership Report to LCI by specified date  | **X**  |

|  |  |
| --- | --- |
| Club Membership List to DG by Sept 30  |  |
| International Dues paid by Oct 1st | **August**  |
| District Dues paid by Oct 1st | **August**  |
| International Dues paid by March 1st |  |
| District Dues paid by March1st |  |
| PU 101 received by DG by May 15th |  |
| PU 101 received by VDG,s by May 15th |  |
| Annual Activities report to LCI by June 30th |  |
| Club membership committee list to DG by July 31st | **July**  |
| Club membership committee list to GMT by July 31st | **July**  |
| Club written membership report to DG by Dec 31st | **November**  |
| Club written membership report to GMT by Dec 31st | **November**  |
| Club written membership report to DG by May 31st |  |
| Club written membership report to GMT by May 31st |  |

 **Fill in month completed**

**3. SHOW ATTENDANCE PERCENTAGE FOR MONTH:** 62  **%**

#### 4. OFFICER SCHOOLS: (50 points each-once per year) Fill in month attended

|  |  |
| --- | --- |
| Incoming President  | **May**  |
| Incoming Secretary  | **May**  |
| Incoming Treasurer  |  |
| Incoming Membership Chair  |  |
| Incoming membership Vice Chair  |  |

##### 5. MEMBERSHIP CHANGES: (Fill in numbers for the month you are reporting)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number**  |  | **Number**  |
| New  | **1**  | Dropped  | **0**  |
| Reinstated  | **0**  | Deceased  | **0**  |
| Transferred In  | **0**  | Transferred Out  | **2**  |

#### 6. BULLETINS/NEWSLETTERS sent to the following (use X if sent)

|  |  |
| --- | --- |
| DG  | **X**  |
| 1st VDG  | **X**  |
| 2nd VDG  | **X**  |
| Three Bulletin Judges  | **X**  |

**7. FUND RAISING PROJECTS:**

### Project $ Raised # Lions %club

Radio Bingo $1,250 6 12

Roast Beef Dinner $1,013 9 21

1. **SPONSORSHIP OF A NEW LIONS, BRANCH, LEO OR LIONESS CLUB:**

Branch Club

1. **DISTRICT AND/INTERNATIONAL ACTIVITIES:**

 **a) 25 POINTS-List district and international activities not included in b) below (Eg: Does your Club collect eyeglasses, ink cartridges, etc.): List items collected**

Eyeglasses and Ink Cartridges

#### b) FOR THE FOLLOWING 15 DISTRICT/LCI ACTIVITIES 50 POINTS ONE TIMEONLY PERYEAR (Fill in month completed)

|  |  |
| --- | --- |
| **Activity**  | **Month Completed**  |
| Adopt-a-Highway  | **Oct**  |
| Alert Program Activity  |  |
| Environmental Photo Contest  |  |
| Drug Awareness Poster Contest  |  |
| Peace Poster Contest  |  |
| Club Level Speak-Out Contest  |  |
| Lions Quest  |  |
| CNIB  |  |
| Donation to LCIF  | **Nov**  |
| Donation - Lions Foundation of Canada  |  |
| Donation – Lions Foundation of Nova Scotia  | **Dec**  |
| Cavalcade for Diabetes  |  |
| Lions Awareness Activity Month (April)  |  |
| Eyeglass Recycling Activity Month (May)  |  |
| Diabetes Awareness Month Activity  |  |

**10. LIST PUBLICITY & PR DONE BY CLUB (ATTACH PICTURES AND NEWS ARTICLES):**

Article and pictures in local papers

##### 11. MATERIAL TO NOVA SCOTIA LION EDITOR (use x if materials sent))

|  |  |
| --- | --- |
| LCI Membership Report & District Activities Report  | **X**  |
| Bulletin/Newsletter  | **X**  |
| Pictures  | **X**  |
| News Stories  | **X**  |

##### 12. SERVICE PROJECTS (Hands on activities carried out by Lions in the name of Lionism) INCLUDE EVERYTHING HERE YOU WANT CONSIDERED FOR POINTS

Building ramp for senior

Senior’s breakfast

Sponsoring basketball tournaments

Driving senior to hospitals

**Donations:**

$1,000 Camp Maxwell

$2,999 LCIF

$250 CNIB

**13. VISITATIONS:**

#### a. (For best club contest) (SHOW REGULAR CLUB MEETINGS ONLY)

***Number of ACTIVE/REGULAR members as shown on top of this form plus Number of active LCI life members (those who attend meetings and participate in club projects and activities) NOT LIFE MEMBERS OF LIONSFOUNDATIONS***

|  |  |  |
| --- | --- | --- |
| **Date**  | **Club Visited**  | **# Lions % of membership Km. one way** |
| Nov 5th | Mill Cove  | 10 Lions 30% 100 km  |
| Nov 11th | Acadia  | 4 Lions 10% 21 km  |

**b. (For Visitation Contest) ZONE, DISTRICT, SPORTING EVENTS, REGULAR CLUB MEETINGS: *Number of REGULAR/ACTIVE members shown on top of this form plus Number of active LCI life members (those who attend***

***meetings and participate in club projects and activities) NOT LIFE MEMBERS***

***OF LIONS FOUNDATIONS***

### Date Activity # Lions % of membership Km. one way

Nov 1th zone 2 meeting 10 Lions 30% 100 km

Nov 3th district golf 4 Lions 10% 25 km

Nov 5th Mill Cove 10 Lions 30% 100 km

Nov 11th Acadia 4 Lions 10% 21 km

Nov 26 Information Session 9 Lions 28% 75 km

#### 14. MEMBERSHIP GROWTH AND RETENTION BONUS :( END OF JUNE)

**A club with 30 members on July 1st has 35 members on June 30th is awarded 100 points for a net membership increase and 100 points for retaining its membership(Maximum 200). A club with 20 members on July 1st and 20 members on June 30th is awarded 100 points for retention, but no points for membership growth. A club with 26 members on July 1st and 24 members on June 30th receives no membership growth or retention points. Calculated by Governor.**

#### 15. DISPLAY OF BANNER AT CABINET MEETINGS/CONVENTION

##### (Fill in month reported)

|  |  |
| --- | --- |
| DGO  | **July**  |
| Fall  | **Oct**  |
| Winter  |  |
| N-2 Convention  |  |

## DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix “D”**

**MEMBERSHIP CATEGORIES:**

|  |  |
| --- | --- |
| **TYPE HOLD**  | **CAN PAYS ATTENDANCE**  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICE** | **VOTE DUES REQUIRED\_\_\_\_\_** |
|  |  |  |
| **ACTIVE**  | **YES**  |  | **YES YES**  |  **YES**  |
| **MEMBER-AT-LARGE**  |  **NO**  |  |  **NO YES**  |  **NO**  |
| **HONORARY**  |  **NO**  |  |  **NO \*NO**  |  **NO**  |
| **PRIVILEGED**  |  **NO**  |  |  **YES YES**  |  **NO**  |
| **LIFE MEMBER**  | **YES**  |  |  **YES \*\*NO**  |  **\*\*\*\*YES**  |
| **ASSOCIATE**  | **NO**  |  **CLUBONLY \*\*\*NO**  |  **NO**  |
| **Affiliate**  |  **NO**  |  **CLUB ONLY YES**  |  **NO**  |

**\* CLUB PAYS DISTRICT AND INTERNATIONAL DUES.**

**\*\* NO INTERNATIONAL DUES. CLUB ASSESSED DISTRICT DUES.**

**\*\*\* NO DISTRICT OR INTERNATIONAL DUES. CLUB MAY CHARGE DUES.**

**\*\*\*\* MUST MEET ALL OBLIGATIONS FOR PRIVILEGES OF ACTIVE MEMBER**

**MEMBER-AT-LARGE STATUS IS APPROVED BY THE BOARD OF DIRECTORS FOR A MAXIMUM OF 6 MONTHS TO A LION WHO HAS MOVED FROM THE COMMUNITY, OR BECAUSE OF HEALTH OR OTHER LEGITIMATE REASONS IS UNABLE TO ATTEND REGULAR MEETINGS. TO BE REVIEWED EVERY 6 MONTHS BY THE BOARD OF DIRECTORS.**

**HONORARY MEMBER STATUS IS CONFERRED UPON A NON-LION COMMUNITY MEMBER WHO HAS MADE OUTSTANDING CONTRIBUTIONS TO THE COMMUNITY. THE CLUB PAYS THE ENTRANCE FEE AND DUES.**

**PRIVILEGED STATUS CAN BE GIVEN TO A LION WITH 15 YEARS, OR MORE, YEARS OF SERVICE WHO, BECAUSE OF ILLNESS, INFIRMITIES, ADVANCED AGE, OR SOME OTHER LEGITIMATE REASONS MUST RELINQUISH ACTIVE SERVICE**

**LIFE MEMBER STATUS IS FOR ANY LION WHO HAS 20, OR MORE, YEARS OF OUTSTANDING SERVICE, OR ANY MEMBER WHO IS CRITICALLY ILL, OR ANY MEMBER WHO HAS 15, OR MORE, YEARS OF SERVICE AND IS AT LEAST 70 YEARS OLD. THE CLUB PAYS $500(US) TO INTERNATIONAL IN LIEU OF FUTURE INTERNATIONAL DUES. MOST CLUBS PAY THE DISTRICT DUES FORT LIFE MEMBERS. MUST BE APPROVED BY LIONS CLUBS INTERNATIONAL**

**ASSOCIATE MEMBER STATUS IS FOR A LION WHO HOLDS PRIMARY MEMBERSHIP IN ANOTHER CLUB, BUT MAINTAINS RESIDENCE, OR IS EMPLOYED, IN THE COMMUNITY SERVED BY THIS LIONS CLUB. REVIEWED YEARLY. NOT INCLUDED ON M REPORT.**

**AFFILIATE A QUALITY INDIVIDUAL OF THE COMMUNITY WHO IS UNABLE TO FULLY PARTICIPATE AS AN ACTIVE MEMBER BUT WHO DESIRES TO SUPPORT THE CLUB AND ITS SERVICE ACTIVITIES AND BE AFFILIATED WITH THE CLUB**

**APPENDIX “E”**

##  RULES FOR BEST CLUB CONTEST

### DISTRICT N2- Effective Feb, 2015

In order to receive full credit for the points outlined in the following rules, all of the required information must be reported on the “M “Report and/or District Activity Report.

1. President & Secretary attendance at own Zone Meeting and/or Cabinet Meetings – 50 pts. each. For each additional Lion – 10 pts. each to a maximum of 50 pts.

 Attendance at any District N2 Lions Information Session, held throughout the District

 during the year – 50 pts. per member to a maximum of 250 pts. One time only.

1. District & International Deadlines:

Membership List to the DG via Canada Post and/or electronically by Sept. 30th – 25 pts.

International Dues paid by Oct. 1st& Mar. 1st – 50 pts. each

District Dues paid by Oct. 1st& Mar. 1st – 50 pts. each

 PU 101 received by DG via Canada Post and/or electronically by May 15th – 100 pts.

PU 101 received by VDG’s via Canada Post and/or electronically by May 15th –50 pts.

Annual LCI Activities Report filed by June 30th (100 pts)

M Report to International. If sent by post it must be postmarked by the 20th of the month and if electronically sent it must be received by the last day of the month – 50 pts. District Activity Report to DG postmarked and/or electronically sent by the 2nd of the month – 50 pts.

 District Activity Report to VDG’s Postmarked and/or electronically sent by 2nd of Month

 - 50 pts

 District Activity Report to Zone Chairs – 50 pts.

 Club Global Membership Committee Members reported to DG (100 pts)

 Club Global Membership Committee Members reported to GMT (100 pts)

 Written Club Global Membership Committee report to DG and GMT coordinator

Via Canada Post and/or electronically by May 31st (50 pts) each

 Written Club Global Membership Committee report to DG and GMT coordinator

Via Canada Post and/or electronically by Dec.31st (50 pts) each

1. Attendance percentage reported on Supplement – 25 pts.
2. Officer School for incoming President, Secretary, Treasurer, Membership Chairman and

Membership Vice-Chairman present – 50 pts. each

(Each officer can only claim one school per year)

Points shall only be awarded by the District Governor upon receipt of list from the Leadership Chairman verifying which officers attended from each club.

1. New Members – 100 pts each

Transfer Members – 100 pts. each

Reinstated Members – 100 pts. each

 Dropped Members (excluding transfer & deaths) – (- 100 pts.)

1. Bulletin and/or Newsletters received by DG via Canada Post and/or electronically – 50 pts.

Bulletin and/or Newsletters received by VDG’s via Canada Post and/or electronically – 25 pts.

Bulletin and/or Newsletters received by District Bulletin Judges via Canada Post and/or electronically- 25 pts.

1. At least one fundraiser per month – 25 pts.
2. Sponsor a New Lions Club – 300 pts.

 Sponsor a New Branch Club – 150 pts Sponsor a New Leo Club – 300 pts.

Sponsor a New Lioness/Lionette Club – 100 pts.

Should a Branch Club become a New Lions Club the 300 points normally awarded for sponsoring a New Lions Club shall be awarded to the Branch Club.

1. Taking part in District and or International Activities – 25 pts.

Adopt-A-Highway and/or Green Team Project (One Time) – 50 pts.

Participate in Environmental Photo Contest (One Time) – 50 pts.

Drug Awareness Poster Contest (One Time) – 50 pts.

Peace Poster Contest (One Time) – 50 pts.

Club Level Speak-Out Contest (One Time) – 50 pts.

Lions Quest (One Time) – 50 pts.

Alert Program (One Time) – 50 pts.

CNIB (One Time) – 50 pts.

Donation LCIF (One Time) – 50 pts.

Donation Lions Foundation Canada (One Time) – 50 pts.

Donation Lions Foundation of Nova Scotia (One Time) – 50 pts.

Cavalcade for Diabetes (One Time) – 50 pts.

Lions Awareness Activity Month of April (One Time) – 50 pts.

Eyeglass Recycling Activity Month of May (One Time) – 50 pts. Diabetes Awareness Month Activity (One Time) – 50 pts.

1. Publicity(Press Clippings, Posters, etc. via Canada Post and/or electronically) up to 50 pts
2. M Report & District Activities Report, Bulletin, Newsletters, Pictures, News Stories sent to Editor of N.S. Lion via Canada Post and/or electronically: up to 40 pts.
3. SERVICE PROJECTS & HANDS ON ACTIVITIES

 The Governor may award up to 300 points each month based upon the following:

* 1. Overall Benefit to the community.
	2. Age cross section ( youth to seniors )
	3. Degree of participation in relation to club size.
	4. Number and type of project in relation to club size.
	5. Included should be any service project, fund raiser or activity carried out by Lions in the name of Lionism.
1. For each visitation (at least 4 members or 15% of club membership ) to a REGULAR meeting of another club:
	1. Any club with a membership total of fewer than 36 will receive 10 points per visit to a REGULAR meeting of another club.
	2. Any club with a membership total of 36 or over will receive 5 points per visit to a REGULAR meeting of another club.
	3. On occasion of 2 or more visits at one function each visit MUST be recorded as a separate item

For the purpose of Rule # 13, the use of the terms CLUB MEMBERSHIP shall mean members shown in the ACTIVE member category of the M Report, plus those members shown in the LIFE MEMBER category of the M Report who regularly attend meetings and participate in club activities and projects.

1. Membership Growth & Retention Bonus:

A net increase on June 30th in membership over the previous July 1st membership (Membership figures will be as shown on the M Reports) – 100 pts.

 Retention of membership total on June 30th compared to previous July 1st membership ( Membership figures will be as shown on the M Report) – 100 pts.

1. A club displaying its banner at the DGO Summer Cabinet, Fall or February Cabinet Meetings or the NS Convention will receive 50 points for each display. Possible 200 points.
2. CEP Incentive

 Each Club in District N2 that completes a CEP Club Excellence Program Workshop will receive (One Time) – 50 points toward Best Club Contest.

NOTES:

To receive credit for items, they must be reported on the “M “Report and District Activity

**APPENDIX “F”**

**LCI Activity Report-Questions and Answers**

# Reporting Service Activities

**Q: How do I add an activity?**

A: From the My Lions Club menu, select Service Activities. From the Service Activities page, click the Add Activity button.

From the Add Activity page, select the reporting month from the drop-down list Click the Select Type button to choose the activity type that best describes your service activity.

Type the title and description of your activity. Based on the activity type selected, you will be able provide measurements related to your service activity, such as the Number of Lions, Number of Lion Hours, People Served, Funds Donated/Raised, etc. This data is optional. You can also upload images of your service activity. This is optional.

* up to two (2) photographs can be added to your report
* maximum photo size is 4MB
* accepted file types: .jpg, .gif

**Q: How do I select the appropriate activity type?**

**A:** There are ten different activity categories that include the most common areas of service for Lions. After reviewing the activity categories, select the activity type that best describes your project. Although there may be more than one activity type that would be appropriate for your activity, use your own judgment when determining which activity type best describes your project.

**Q: How do I calculate Lion Hours?**

A: The report is designed to measure direct service hours. Clubs should only include hours that were devoted to the actual service project. For example, if there were 3 Lions involved in the service project and they each dedicated 2 hours, the Lions hours would be calculated as follows: (3 Lions x 2 Hours) = 6 Lion Hours.

**Q: How do I calculate Funds Donated and Funds Raised?**

A: Funds Raised is the sum of all money that was collected at a fundraising event or activity, whereas Funds Donated is the total amount of money given to a particular organization, cause, or individual in need.

**Q: How do I report Global Service Action Campaigns?**

**A:** Clubs that participate in activities related to the Global Service Action Campaign should select the appropriate campaign box when adding new activities.

**Q: How do I submit my monthly activity report?**

A: After entering the activity type, title, description, and relevant data and/or photos, click the Save button, at the bottom of the page. This will save the activity and appear in your activity list that can be viewed by your District Governor. The View/ Print button will allow you to view a version of your service activity that can be saved or printed.

**Q: How do I edit an activity?**

**A:** From the Service Activities page, click Edit Activity, add your changes and click Save.

**Q: How do I search for activities?**

**A:** MyLCI users can view shared activities using the search feature. From the Service Activities page select the Activities drop down arrow and then select Advanced Search. From the Advanced Search page, clubs can search for activities using a variety of criteria including the activity type, geographic location, month/ year, or specific keywords.

**Q: How do I view cumulative Service Activity reports?**

**A:** From the My Lions Club menu, select Service Activities. From the Service Activities page, by default all service activities for the current fiscal year are displayed. The View/ Print button will allow you to view a version of your service activity that can be saved or printed.

**Q: How do I add a signature service activity?**

A: From the My District or My Lions Clubs menu, select Signature Service Activities. From the Signature Service Activities page, click the Add the Signature Service Activity button. Select the Activity Type, type the Activity Title and the Activity Description. Click the Save button.

**Q: How do I add an existing signature activity to my monthly report?**

A: From the My Lions Clubs Service Activities page, click the Add Activity button.

**Q: How do I add an existing signature activity to my monthly report?**

A: From the My Lions Clubs Service Activities page, click the Add Activity button. From the Add Activity page, click the Signature Activity drop down arrow. Click on the Signature Activity title. The page will populate with predefined information about the activity. You can update the information that was populated into the window. Then add the other information about your activity and click Save.

**Q: How do I remove a signature activity?**

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to remove. From the Edit Signature Service Activity page, de-select the Status Active checkbox. That will remove the Signature Activity. No activities associated with the removed Signature Activity will be affected.

**Q: How do I edit or delete signature service activities?**

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to delete or edit. From the Edit Signature Service Activity page, you can update the information about the activity. To delete the Signature Activity, de-select the Status Active checkbox. That will remove the Signature Activity. Click the Save button.

**Q: How do I add an activity goal?**

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, click the Add Goal button. From the Add Service Activity Goal page, select the main program area from the drop down list. Then select the Activity Type from the next drop down list. Type the indicator that you want to achieve. Click Save.

**Q: How do I view progress toward my goal?**

**A:** Progress toward your goal is automatically calculated as service activities are report (saved in MyLCI). From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, the progress toward the goals you have added are displayed.

**Q: How do I view goals from previous years?**

A: Only goals added for the current fiscal year are displayed in MyLCI. It is not possible to view goals from previous years.

**Q: How do I remove a goal?**

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, scroll to the goal you would like to delete. Click the Delete Goal button associated with that goal. On the Delete Goal page, click the Delete button.

**APPENDIX “G” Global Membership & Leadereship Teams**

## GLOBAL LEADERSHIP TEAM

[**Members of the GMT and GLT**](http://www.lionsclubs.org/EN/common/pdfs/gmt-glt8-5.pdf)work together to identify, develop and encourage opportunities for present and future Lions leaders, and to develop membership through service and engagement.

**The Global Leadership Team (GLT**) **The Global Leadership Team (GLT)** provides for an enhanced focus on leadership development, which is critical to the future vitality of our association. The GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development initiatives, while providing necessary information, guidance and motivation.

[**The GLT structure**](http://www.lionsclubs.org/EN/member-center/leadership-development/global-leadership-team/glt-structure.php)encompasses representation at the international, multiple district, single district and district levels and includes district governor teams, providing a comprehensive global platform for developing more qualified leaders from the club level up, while encouraging regional training and development approaches to address local needs.

Operating as an action-oriented, parallel, mutually supportive team with th[e GMT,](http://www.lionsclubs.org/EN/member-center/membership-and-new-clubs/global-membership-team/index.php) the GLT was developed to augment the local efforts of our DG Teams. By integrating the efforts of the GLT, the GMT and our DG Teams, we will be better able to address regional growth and development needs, while building our membership base, improving club health, and enhancing the quality of our leadership at all levels of the association.

## GLOBAL MEMBERSHIP TEAM

**(The Global Membership Team (GMT)** provides a global structure for membership development which is continuous, focused, and integrated. Collaborating with the [Global Leadership Team,](http://www.lionsclubs.org/EN/member-center/leadership-development/global-leadership-team/index.php) the GMT works in an interdependent manner with all Lions in the association for the benefit and success of the club.

[Members of the GMT and GLT](http://www.lionsclubs.org/EN/common/pdfs/gmt-glt.pdf) work together to develop membership through service and engagement and also to support present Lions leaders and identify future leaders. The two teams operate as parallel structures and are connected and coordinated at the international level by an executive council The GMT/GLT executive council is led by the LCI international president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively. Both the GMT and GLT are further supported by two international coordinators and a joint operations committee composed of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee, as well as a team of appointed constitutional area leaders.

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### APPENDIX “H”

#### Forms to be used in District N 2 (ATTACHED)

##### 100% Secretary-July 31 2) MD Outstanding President-To ZC by June 15-ZC to DG by June 30 3) MD Outstanding Secretary-To ZC by June 15; ZC to DG by June 30 4) MD Rookie of the Year-To ZC by June 15-ZC to DG by June 30 5) Club Excellence Award 6) LCI Membership Report-by 20th of month to LCI 7) LCI PU 101-May 15th

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**NOTE: The above listed forms are attached to Appendix “H”. Actual forms for your use during 2016 - 17 will be sent to you in the spring of 2017.**