



Zone Chairperson Manual

2014-2015

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 community 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.



ZONE CHAIRPERSON MANUAL

TABLE OF CONTENTS

Introduction	2
The District Cabinet.....	2
Working with the District Cabinet.....	2
Responsibilities of Zone Chairperson.....	4
The Global Membership Team (GMT) and Global Leadership Team (GLT)	5
District Governor's Advisory Committee.....	8
Working with Clubs.....	10
Organization of International Headquarters	12
Resources to Assist Clubs	15
Communicating with Clubs.....	17
Recognizing Achievements	18
Additional Information.....	19
District Governor's Advisory Committee Report	26

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, counsel and 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 support quality clubs within the zone. You ensure that clubs understand their purpose in the association, function within the association's constitution and policies, know they are part of the district, 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 which affect the success of the International Association of Lions Clubs within the district. Cabinet members include:

- District governor
- Immediate past district governor
- First vice district governor
- Second 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 governors, 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 first and second vice district governors are key members of the district leadership team. Together, the zone chairperson and the vice district governors 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
- Promote leadership development opportunities at the club and district level
- Prepare and submit reports on the clubs in the zone to the district governor, other district officers and district GMT and GLT coordinators, when requested

The region chairperson is an optional position. This 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 strengthen 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 record-keeping and finances. To make certain that all the clubs in the zone pay semi-annual international membership dues and district dues on time and are informed about district events, the zone chairperson provides the following information to these officers:

- 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 district committee chairpersons work with the governor, cabinet members and district GMT and GLT coordinators to provide information to clubs, to promote district and international programs, and 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 online leadership development materials

RESPONSIBILITIES OF A ZONE CHAIRPERSON

You, as zone chairperson, are the administrative officer of the zone. You are accountable to the district governor and region chairperson (if applicable). 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
- In coordination with the District GMT Coordinator, play an active role in membership development including extension of new clubs
- In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions about leadership development opportunities at the zone, district, or multiple district 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 health 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, and provide a summary of these visits to the region chairperson, or vice district governors and governor if there is no region chairperson
- Discuss the status of the clubs in the zone with the region chairperson or the vice district governors 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 priority status clubs
- Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone
- 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

For more information, review the online training module for incoming zone chairpersons, located in the Leadership Resource Center on the LCI Web site.

THE GLOBAL MEMBERSHIP TEAM (GMT) and GLOBAL LEADERSHIP TEAM (GLT)

Overview of the GMT and GLT

The Global Membership Team (GMT) and Global Leadership Team (GLT) operate as interdependent, parallel structures to expand membership growth and enhance leadership development. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.

Both the GMT and GLT work in coordination with the District Governor Team at the district level, and the Council Chairperson and Council of Governors at the multiple district level. The integrated efforts of the GMT, GLT and multiple district and district leaders focus on effectively addressing regional growth and development needs while building our membership base and improving club health, and enhancing the quality of our leadership at all levels of the association.

Structure

The GMT and GLT structure consists of Lions leaders designated to serve specific constitutional or regional areas. GMT and GLT members are appointed for a three year term. All GMT and GLT members are subject to annual review and confirmation of appointment or removal based on performance.

- **International Level:** The GMT and GLT structures 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 First Vice President and Second Vice President overseeing and providing guidance to the GMT and GLT respectively. Both the GMT and GLT are further supported by an International Coordinator and International Family and Women Coordinator, appointed by the International President for a three year term subject to annual review and confirmation, and a Joint Operations Committee (one year term) comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors. The GMT/GLT Executive Council is completed by the Constitutional Area Leaders.
- **Constitutional Area Level:** Up to 11 Constitutional Area Leaders worldwide each for the GMT and GLT, including a minimum of one for each constitutional area. Up to two each for the United States of America, Its Affiliates, Bermuda and the Bahamas, up to three each for the Orient and Southeast Asia, and one each for the continent of Africa, may be appointed, given the large size and unique needs of these areas. The GMT and GLT have the same number of leaders with the same assigned geographic territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. GMT and GLT Constitutional Area Leaders are appointed by the International President, in

consultation with the First Vice President and Second Vice President and area leadership for a three year term, subject to annual review and confirmation of appointment or removal based on performance.

- **Area Level:** Up to 41 Area Leaders worldwide each for the GMT and GLT. GMT and GLT have the same number of Area Leaders assigned to the same geographic territory structure. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special Area Advisors may be added to support efforts in remote or unique geographic regions. The Area Leaders representing both the GMT and GLT interact continuously to effectively address area needs. GMT and GLT Area Leaders are appointed by the International President, in consultation with the First Vice President and the Second Vice President and GMT/GLT Constitutional Area Leaders for a three year term, subject to annual review and confirmation of appointment or removal based on performance.
- **Multiple District Level:** Each multiple district assigned to a GMT/GLT area or special area comprised of 2 or more multiple districts has a GMT (GMT-MD) and GLT (GLT-MD), each comprised of a GMT-MD or GLT-MD Coordinator, the Council Chairperson, and up to three additional Lions with expertise in membership growth for the GMT or leadership development for the GLT. Multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple district do not have a multiple district GMT or GLT coordinator. In this case, the respective GMT or GLT area leader or GMT or GLT special area advisor will fulfill related responsibilities at the multiple district level. The GMT-MD and GLT-MD work in a cooperative manner.
- **District Level:** Each sub-district has a GMT (GMT-D) and GLT (GLT-D), each comprised of a GMT-D Coordinator or GLT-D Coordinator, and the District Governor Team, Region Chairpersons (where applicable) and Zone Chairpersons, with the First Vice District Governor serving as the primary GMT liaison to the District Governor Team, and the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GMT-D and the GLT-D work in a cooperative manner. Information related to the specific composition of the GMT-D is outlined in Chapter X (Extension), paragraph K. of the Board Policy Manual.

As zone chairperson, your commitment is a vital component in the success and growth of the club, the satisfaction of its individual members, and the identification and development of new leaders.

As a member of the **GMT-D**, you will work closely with multiple district and district leaders to:

- Promotes membership resources to clubs
- Promotes and identifies clubs to participate in the Club Excellence Process (CEP)
- Ensures that club membership chairpersons know their roles and responsibilities
- Identifies communities for new club charters
- Emphasizes engagement of members in new or existing service projects
- Encourages clubs to implement a membership growth plan and to promote their activities within the community

- Communicates membership development needs and successful strategies to fellow district GMT members

As an active member of the **GLT-D**, your primary responsibilities include:

- Identifying potential leaders at the club level
- Communicating the availability of and promoting participation in training and leadership development opportunities
- Encouraging the engagement of new leaders in leadership responsibilities
- Collaborating with the GLT-D to ensure that club officer training is effectively conducted
- Communicating training and development needs to fellow GLT-D members

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 growth 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

PLANNING SUCCESSFUL ADVISORY COMMITTEE MEETINGS

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, and 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 to 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 theme
- 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 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. Document your findings and the advice given to the clubs to evaluate the progress of each club.

Characteristics and behaviors of healthy clubs and of 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 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
- Involve and encourage 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:

- Include members who lack initiative, unity, enthusiasm and do not show concern for each others' personal needs
- Have poor membership retention and/or growth
- Sponsor few service activities to benefit the community
- Do not conduct a 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 improve by developing:

- Well-planned and organized meetings held regularly
- Well-organized board of directors and committees
- A good membership growth and development program, including planned inductions
- A major service activity and a major fundraising project with community involvement and contributions
- An active leadership development plan
- Good public relations programs both within the club and in the community
- An agenda to attend and participate in zone, region, district, multiple district and international meetings

Speak to clubs about the resources available to increase membership and develop leaders, and recognize the clubs' achievements during your visit. Be prepared to be a motivator, counselor and 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 responsibilities

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 potential 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

Supporting clubs: Promoting the *Blueprint for a Stronger Club*

The most effective Lions clubs regularly identify ways to expand their humanitarian service impact, develop leaders, and meet club members' needs and expectations. They take care to ensure they are continually bringing value to the community and club members.

Like any worthwhile project, it is important for clubs develop and implement a plan, or a "blueprint," to guide their actions. The plan may change over time as new needs arise and opportunities are identified, but following a detailed plan is critical to club success.

The *Blueprint for a Stronger Club* provides a simple process for clubs to develop and implement a plan that emphasizes four core dimensions: club operations, service, leadership development and membership. Clubs may choose to include additional aspects, but these four are essential.

The *Blueprint for a Stronger Club* provides a road map to achieving greater levels of value in terms of the community and in terms of member satisfaction. The three simple steps provide a practical approach to enhance what is working, to phase out what no longer works, and to implement new initiatives. When clubs create a well-founded *Blueprint for a Stronger Club*, commit themselves to its implementation, regularly revisit the plan, and assess needs and refine action steps, they will achieve both short- and long-term goals.

As a zone chairperson, you have the opportunity to promoting this tool to the club level. Familiarize yourself with the *Blueprint for a Stronger Club*, and make yourself available to serve as a resource in supporting Lions throughout this process. For more information, visit the LCI Web site.

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

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

Responsible for inventory, marketing and distribution of club supplies worldwide. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

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

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the Guiding Lions program and Club Rebuilding Awards.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Drives club and membership growth through the development, implementation and execution of strategies to promote new club formation, membership growth and retention initiatives.

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.

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of technical services throughout the entire organization. This includes technical infrastructure, database, applications, process improvement, membership data administration, business intelligence and reports generation for membership, service activity, donations and financials. The division handles all membership reports and is responsible for maintaining all club and officer records.

Leadership Division

E-Mail: leadership@lionsclubs.org

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities ([Leadership Resource Center: http://www.lionsclubs.org/EN/member-center/leadership-development/index.php](http://www.lionsclubs.org/EN/member-center/leadership-development/index.php)) and curriculum tools and resources for local use. Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

Legal Division

E-Mail: legal@lionsclubs.org

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation. Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

Lions Clubs International Foundation (LCIF)

Web site: www.lcif.org

E-mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. Manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, social media, e-Districthouse and e-Clubhouse, and *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 *LION* Magazine and all published literature emanating from the association.

Service Activities Division

E-Mail: programs@lionsclubs.org

Develops resources and helps Lions implement service activities and projects in the following key areas: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth (includes Leo clubs), and Lions Services for Children. Provides tools for Lion participation in the Global Service Action Campaigns, the Reading Action Program, Medical and Humanitarian Aid Missions and special service initiatives. Uses data received through the online Lions Service Activity Report to assess the impact of Lions' work and monitor global service trends to further enhance LCI programs and resources. The division's Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.

RESOURCES TO ASSIST CLUBS

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 Club Resource Center on the website serves as a central depository of information and forms that club officers will need throughout their year. The District Resource Center has similar information for district level officers. There is also a Zone and Region Chairperson Center resource page. <http://www.lionsclubs.org/EN/member-center/managing-a-district/zone-and-region-chairperson-center.php#2>

MyLCI WEBSITE

The MyLCI Website at <http://mylci.lionsclubs.org/> is a tool used by club officers to maintain member names, addresses and phone numbers, view and pay LCI statements, print membership cards, track the club's service activity, view miscellaneous reports, club rosters, create member mailing lists, designate the next year's officers and report monthly membership.

Access to functions and data on the website is based on the user's current role within the Lions organization and as such, requires the user to logon with a registered user name and password.

Five short English video segments are available to guide officers who would like to learn more about MyLCI.

[MyLCI Introduction](#)

An overview of the functions and basic features of the MyLCI website.

[LCI Logon and Registration](#)

Demonstrates how to create a username and password for the LCI websites.

[Using the MyLCI Website](#)

Demonstrates how to navigate and use the help features of MyLCI Web site.

[MyLCI Membership Reporting](#)

Demonstrates how to add, drop and edit membership records.

[MyLCI Family Units](#)

Demonstrates how to create and edit a Family Unit.

After logging on to MyLCI, a training area is also available to new officers to help them become comfortable with using the website.

CLUB EXCELLENCE PROCESS (CEP)

The Club Excellence Process (CEP) is a workshop program dedicated to club improvement. CEP can be conducted in one of two formats: CEP Pro, which is guided by a trained facilitator, or CEP Lite, which is self-guided by a member of the club. Using a four step process, a participating club will identify their community's needs, take a survey on their membership experience, use resources and develop action plans. For more information, visit the LCI Web site: <http://www.lionsclubs.org/EN/member-center/membership-and-new-clubs/strengthen-membership/club-excellence-process/index.php>

CLUB HEALTH ASSESSMENT – The Club Health Assessment is sent to the district team the second week of each month and includes information on membership, reporting, payments and donations in one comprehensive report. Problem areas appear in red. Areas where the clubs have demonstrated outstanding progress appear in green. The report is a critical tool for allowing the district team to better monitor club progress.

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/common/pdfs/la2.pdf>

CLUB OFFICERS MANUAL (LA-15), provides club officers with 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. <http://www.lionsclubs.org/EN/member-center/resources/publications/resources-pub-clubadmin.php>

PERIODICALS include 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/member-center/online-community/news-news-online.php>

THE LEADERSHIP RESOURCE CENTER (LRC), accessible via the association's Web site, offers easy access to leadership development tools and resources to nurture and develop leadership skills among Lions. Lions can visit the center at <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>

HOW ARE YOUR RATINGS (ME-15B) is accessible on the association's Web site. This resource contains 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.

E-CLUBHOUSE

Lions clubs across the world can find a new home on the Internet with the e-Clubhouse. The e-Clubhouse enables clubs to build a free Web site and enhance their presence on the Web by using fill-in-the-blank fields and pre-formatted templates to make giving clubs a polished and tech savvy appearance easy. The e-Clubhouse also provides consistency with the Lions branding while enabling clubs to preserve their individuality. The site includes a club calendar, club projects, photo gallery and contact us page to help tell others about their Lions club. Up to five more pages can be added. It's up to the club to key in information and to determine how it will be used. Encourage clubs to develop their own web presence with the e-Clubhouse. Go to <http://www.lionsclubs.org/EN/member-center/managing-a-club/e-clubhouse.php>

COMMUNICATING WITH CLUBS

Zone chairpersons should keep clubs in the zone informed of zone, district, multiple district and international events and training opportunities, because advance publicity of events results in good participation. Communication with clubs is achieved by:

- Issuing a monthly calendar of events
- 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 may include:

- 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
- Leadership institutes
- 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. Recognition motivates volunteers, increases their self-confidence, and makes them feel appreciated. Recognition might be a certificate, pin, banner or other tangible object. It may also take the form of a simple thank you, a gesture of appreciation, an acknowledgement of the volunteer's efforts at an event or in print, or other informal method of recognition. Recognition should be appropriate, timely, and genuine.

The association offers a variety of awards for individuals or clubs. The LCI Web site provides information about program and activity awards. Visit the Club Resource Center for more information.

The **Club Excellence Award** recognizes the achievements of the president and the club leadership team. Zone chairpersons should be familiar with the award criteria and promote the award to clubs. This award application is on the LCI web site.

The **District Governor Team Excellence Award** recognizes the district governor teams that meet the criteria of excellence in areas of service, membership growth, communications, leadership development and club development. For the districts that receive the award, the district governor will determine which members of the team are most deserving of special recognition. In order to nominate zone or region chairperson for recognition, the district governor must have previously entered information to identify the current region and zone chairpersons using MyLCI.

Club Rebuilding Award – The new Club Rebuilding Award recognizes Lions who were instrumental in rebuilding an existing club, or bringing a canceled or status quo club back to active and viable status. To qualify, the district must submit a completed Club Rebuilding Award Nomination Form. The award cannot be awarded to the district governor. Specific requirements for the award can be found on the LCI Web site.

Award applications are available on the association's Web site at the following location:
<http://www.lionsclubs.org/EN/member-center/resources/publications/resources-public-admin.php>

Presidential Zone and Region Chairperson Awards

Zone and Region Chairpersons can truly make a difference by helping clubs advance their service, grow their membership and achieve their goals. This Quarterly Presidential Award for Zone and Region Chairpersons is more than an award, it is a quarterly plan for success for the zone and region chairpersons and the clubs they support! Each quarter there is a new opportunity to achieve an award pin featuring the presidential theme. Zone and Region Chairpersons who achieve the award for all four quarters will also be recognized with a prestigious International Leadership Award Medal. For more information go to Presidential Zone and Region Chairperson award at <http://www.lionsclubs.org/EN/member-center/managing-a-district/quarterly-awards.php>

ADDITIONAL INFORMATION

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

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. The Executive Administrator and divisions as designated by the Executive Administrator, acting on behalf of the International Board of Directors, has authority to place a Lions club in status quo or release it from status quo. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

Lions clubs may be placed in the following categories of status quo:

- Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation
- Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings regularly, or failure to submit the Monthly Membership Report for three or more consecutive months;
- The club is non-existing or fictitious
- The club has asked to disband or participate in a club merger.

While clubs may be placed in status quo for the reasons mentioned, District Governors may also request that a club be placed in status quo for failure to fulfill the obligations of a Lions Club. These requests require the approval of the first vice district governor and the zone chairperson. Sufficient documentation demonstrating that the club is not in compliance with the International Constitution and By-laws or Board Policy and the actions taken by the DG Team to encourage compliance is required to be submitted along with the request. Requests must be received 90 days or more prior to the district and/or multiple district conventions. The club will be placed in status quo once there is significant documentation that the club is not complying with the International Constitution and By-Laws.

- a. While in status quo, the club can not
 1. Conduct service activities;
 2. Conduct fund-raising activities;
 3. Participate in district, multiple district, or international functions or seminars;
 4. Participate in any voting procedures outside of the club;
 5. Endorse or nominate a candidate for district, multiple district and international office;

6. Submit the Monthly Membership Report and other report forms;
 7. Sponsor a Lions club, or organize a Leo club or a Lioness club.
- b. Every effort should be made to assist status quo clubs before charter cancellation. The following procedures are to be followed to give assistance and support to status quo clubs:
1. The District Governor Team or the Coordinating Lion, should start working with the club immediately toward its release from status quo. The District Governor Team must keep the district governor informed about the progress of the status quo clubs in the zone.
 2. If helpful, the district governor may assign a Certified Guiding Lion to help bring the club back into good standing. The Certified Guiding Lion must have the approval of both the club and the DG Team.
 3. The district governor or the Coordinating Lion must review the progress and inform LCI headquarters in writing of the progress made or the recommendation of cancellation.
- c. In order for a status quo club to regain the status of good standing, the club must:
1. Correct the reason for which the club was placed in status quo;
 2. Pay all outstanding balances in the district, multiple district and international accounts;
 3. Submit a completed Reactivation Report to report membership or leadership changes if needed;
 4. The recommendation to release a status quo club shall be made at any time of the year;
 5. Once reinstated, the club will have the ability to revise the club membership roster and officer records.
- d. Cancellation: Clubs that do not show improvement or make an adequate attempt to comply with the International Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine if the club should be cancelled, remain in status quo or regain good standing or active status.

PRIORITY CLUB STATUS

Priority status clubs are clubs that need special attention but remain in active status with all of the rights and responsibilities of an active Lions club. To place the club in priority status, the DG Team must indicate why rebuilding is necessary and provide a plan outlining the rebuilding activities.

Each district can place up to five Lions clubs in priority status. Additional clubs may be placed in priority status with the approval of the District and Club Service Committee.

The plan submitted in support of placing a club on priority status must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. Measurable progress is required for a club to remain in priority status. If measurable progress or a net increase in membership is not achieved within six months, the club may lose its priority status.

Priority status allows members of the District Governor Team to make up to two additional club visits (by the district governor or an approved member of the DG Team) to the club which are funded by the existing district governor budget.

A priority club is considered an active club with all the rights and responsibilities of a chartered Lions club and shall:

- a. Assign a Guiding Lion to the club for two years and work closely with the district leadership toward rebuilding the club. The Guiding Lion must have the approval of both the club and the DG Team.
- b. Hold meetings to discuss ways to improve club management, develop leadership and increase membership.
- c. Report the progress toward regaining the status of good standing to the district leadership and the District and Club Administration Division.
- d. Conduct service activities and fund-raising activities;
- e. Participate in district, multiple district, or international functions or seminars, including voting and endorsing or nominating a candidate for district, multiple district and international office, sponsor a Lions club, or organize a Leo club.
- f. Submit the Monthly Membership Report and other report forms;

Clubs in priority status must continue to pay dues and fulfill their responsibilities of a Lions Club or may risk being placed in status quo and cancelled. A club is considered to have achieved success when it has reached the goals set by the club when priority status was granted.

Protective Status

1. A Lions club may be placed in protective status ~~que~~ when requested by the district governor and the country or the area of the Lions club is experiencing:
 - a. War or civil insurgency;
 - b. Political unrest;
 - c. Natural disasters;

- d. Any other special circumstances which prevent a Lions club from functioning normally.
2. A Lions club shall stay in protective status for the initial period of 90 days, plus additional days if warranted.
3. A protective status club shall be allowed to function normally, based on the definition of Lions club's functions defined in the Board Policy Manual, but exempted from:
 - a. Payment of district, multiple district, and international dues;
 - b. Submission of Monthly Membership Report and other report forms.

The club is released from protective status when the club is able to fully function, pay outstanding district, multiple district and international accounts and submit a reactivation report. The recommendation to release a status quo club shall be made at any time of the year; in cases of extreme hardship, the International Board of Directors, at the request of the District and Club Service Committee, may provide partial dues relief.

Club Cancellation

When a Lions club notifies International Headquarters it is disbanding or merging with another club and the district governor supports the action and no other options seem viable, the club charter will be automatically cancelled.

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. All previous dues must be paid. The district governor or the coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Requests for reactivation that are received less than 90 days prior to a district or multiple district convention may be held until the close of the convention.

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 120 days old. A suspended club can be activated by paying the outstanding balance in full, or committing to a payment plan and making monthly installment payments in full. If the club fails to do so, the charter of the club can be canceled automatically.

Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status.

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 exclusively due to lack of funds. There are times when club officers are ill or out of town on business, and fail to make payments on time. Also, non receipt of international bank statements can delay application of payments. No matter what

the reasons may be, it is the responsibility of each Lions club to pay its dues billing on a timely basis.

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

When a club makes a deposit to an LCI banking account, it is necessary that a copy of the deposit slip be sent by fax or email to accountsreceivable@lionsclubs.org so that payment will be credited to their account; include the club name, club number, amount to be credited and purpose of payment.

It is important that clubs regularly review the financial statements they receive from LCI to verify that the payments they have made have been received and credited to their account. This can greatly reduce the possibility of being suspended due to problems in properly identifying payments. Club officers can avoid delays and prevent posting errors by viewing and paying their club statement online using the MyLCI Site. It is available at www.lionsclubs.org.

CLUB MEMBERSHIP REPORTING

All Lions clubs are asked to report any membership changes on a monthly basis. Even when there are no changes in membership, clubs should report "No changes for the Month." Monthly reporting ensures accurate statement billing, magazine and miscellaneous mailings, award(s) criteria and other benefits.

To access the MyLCI Website, follow this path below or click <http://mylci.lionsclubs.org/>

- Go to the LCI home page at www.lionsclubs.org or <http://www.lionsclubs.org/EN/index.php>
- Click the MyLCI link in the top, center of the page

Club presidents and secretaries can submit their monthly membership changes using the MyLCI website. Membership changes reported using MyLCI are recorded immediately and available to view by LCI headquarters, district and multiple district officers and chairpersons. The current reporting month is open for submission of reports throughout the entire month – from the 1st through the last current day of each month. When "No Changes for the Month" has been selected, subsequent reporting entries are permitted for that month. Related reports will be updated accordingly. The reporting month closes on the last calendar day of each month at 12:00am (midnight) Central Standard Time (CST).

If you are reporting your monthly membership, online, the MyLCI site only accepts current calendar month's report. You may backdate transactions only up to two (2) months but, they will be displayed in the detail section of the current calendar month's report. For reports dating back further than two (2) months, you will be required to submit a paper MMR form (c23a) to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email stats@lionsclubs.org

Membership reports cannot be submitted, in advance, of upcoming months. Club presidents and secretaries can also submit their monthly membership changes using the paper MMR form (c23a). Membership reporting forms received by the 20th calendar day of the month (for example, July 20, August 20) will be entered in that same month. Club secretaries who report by paper form will receive a supply of blank MMR forms (c23A) by bulk mail. The paper MMR form is also available to download by searching MMR or c23a on the LCI association website at www.lionsclubs.org .

Paper MMR forms can be submitted by mail, fax or email to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email stats@lionsclubs.org

CLUB SERVICE ACTIVITY REPORTING

One of the best parts of being a Lion is serving our local communities as well as meeting worldwide humanitarian needs. Club secretaries are asked to report the club's service activities as they occur. Service activity reporting helps us measure the impact of our service and helps our leaders at the district, multiple district and international levels understand the needs and interests of the local club, helps inspire fellow Lions with our success stories and provides a searchable record of the year's activities. Service Activities can be reported throughout the year and ends on July 15 of the next fiscal year. The activities reported by the clubs remain available online for 2 years following the year of service.

MyLCI is used to report service activity. Club presidents and secretaries are able to submit and update service information and all club officers with access to MyLCI are able to view the service activity reports. Once reported, the service activity information is immediately available to view by district and multiple district officers and chairpersons.

CLUB OFFICER REPORTING

Each year following the election of the new club officers, clubs are asked to report their new officers to International Headquarters. Once the new officers are reported, those officers will begin to receive correspondence and have appropriate access to MyLCI and other resources. For the same reason, we ask that you also report any officer changes that occur during the year.

We ask that each club report their newly elected or re-elected officers to International Headquarters by May 15 each year.

Club presidents and secretaries can report their new officer information and changes using the MyLCI website. Officers reported using MyLCI will be immediately available to view at LCI Headquarters and by the multiple district and district officers and chairpersons.

Club presidents and secretaries can also report their new officer information and/or changes using the paper Club Officer Reporting form (PU101). Club secretaries, without access to the MyLCI website, will receive a paper Club Officer Reporting form by post mail. The paper PU101 form is also available to download by searching Club Officer Reporting form or PU101, on the LCI association website at www.lionsclubs.org .

Paper Club Officer Reporting forms can be submitted by mail, fax or email to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email stats@lionsclubs.org .

REGION AND ZONE OFFICER REPORTING

Each year the newly elected district governor has the opportunity to organize the district clubs into zones and (optionally) to organize the zones into regions. After the clubs have been assigned to their zones and the zones to their regions, the next step is to appoint the zone and region chairpersons. Once the zone and region chairpersons have been appointed and reported by the district governor (elect), the new chairpersons will begin to receive paper and/or email correspondence, receive recognition for their service and have appropriate access to MyLCI and other resources.

The district governor uses MyLCI to assign clubs to zones and zones to regions and also to assign zone and region chairpersons. This feature of MyLCI is available to the district governor elect, beginning the May 16 preceding his/her term.


When the region and zone chairpersons have been assigned and reported by the district governor (elect) the chairpersons will be able to access MyLCI functions from a region-wide or zone-wide perspective.

SUPPORT FOR MYLCI

For more information about MyLCI, or assistance with submitting online or paper forms for club-level reporting, contact the MyLCI Support Center at 630-468-6900 or by email at mylci@lionsclubs.org .

District Governor's Advisory Committee Meeting Report

This report is now available in a writeable pdf format in a separate file on the LCI web site; the image below is an example of the report.

District Governor's Advisory Committee Meeting Report					
		District _____	Region _____	Zone _____	
Meeting location (city) _____		Meeting Date _____			
Time called to order _____		Adjourned _____		Next Meeting Date _____	
<u>Clubs and Officers in Attendance</u>					
Club Name/Number	President	Secretary	Club Name/Number	President	Secretary
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	8. _____	<input type="checkbox"/>	<input type="checkbox"/>
<u>Club Re-Cap</u>					
1.	Does each club conduct service activities? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, identify those which do not _____		
2.	Does each club have a membership plan? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, identify those which do not _____		
3.	Does each club hold board of directors meetings at least monthly? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, identify those which do not _____		
4.	Does each club have a public relations plan? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, identify those which do not _____		
5.	Did you find any barriers to success? Yes <input type="checkbox"/> No <input type="checkbox"/>		Comment _____		

Retain a copy of each report for your records.



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