

Happy Valentines Day!

SPECIAL ELECTION ISSUE

CLUB SECRETARIES — NOW'S A GREAT TIME TO UPDATE MEMBERSHIP INFORMATION

Secretaries – is your club's membership information up to date? Very likely it isn't if you haven't reviewed it lately. There are a lot of advantages in keeping your members info current and this is a good time of year to take care of these "maintenance" tasks to get the jump on getting it done before the end of the Lionistic year so the information you provide for new officers, etc will be correct

First of all, you can provide a correct membership roster for all of your club members. Secondly, officer election time is getting close and If your member information is correct when filling out the NEW OFFICER REPORT FORM (also known as the PU-101) all you have to do is click on the new officer's member number and the information will be entered correctly on the new form. This will not only save you a lot of time, it will be a huge help to the ones who will be preparing the new district directory for the coming year as they won't have to spend hours and hours making sure the information is correct.

Year after year, when the new district directory comes out, we get calls (sometimes indignant) that the information is wrong. Well, that is because the information on the Lions International website has not been updated or it has been entered wrong. E-mail addresses and phone numbers change periodically and it is important to have the correct information to make everyone more efficient, from your club members all the way up to Lions International. Time and time again, we are told that a Lion hasn't been at the address shown for years, or that, an e-mail address or phone number hasn't been used for many months or years. That is because their club secretary has not been keeping the information up to date on the LCI website

The procedure to review and update membership information is easy to do. Here are the steps you need to take:

1. Login onto the LCI website using your member number and password that was received from Lions International at the beginning of the new year.
2. Click on "Club"
3. Click on "Membership"
4. Choose the latest month shown on the drop down menu
5. Click on "Update Member Information"
6. Click on the correct member #.
7. Update, change or add, the correct information as needed.
8. Click on "Save Member" at the bottom of the screen. You will then be taken back to the membership listing and you can repeat that process for each member.

To make the task go quickly, before you begin updating, print out a roster of your members and ask each member to update their information, making the necessary changes and additions. It's a good idea to do this at least once a year to keep accurate information on your membership. As you induct new members into your club, be sure to get complete and accurate information before you enter them as a new member.

Obviously, if you still use the paper MMR, you need to go through the same procedure in collecting the updated information and then submit the additions and changes on the paper form.

Feel free to call me if you need help getting started.

Lion Dave Harris, PDG
Cabinet Secretary, District 26-M6

**LIONS CLUBS INTERNATIONAL
STANDARD FORM CLUB CONSTITUTION**

ARTICLE IV

Elections and Filling Vacancies

The officers of this club, excluding the immediate past president, shall be elected as follows:

Section 1. **NOMINATION MEETING.** *A nomination meeting shall be held in March of each year*, with the date and place of such meeting to be determined by the board of directors and *notice mailed to each member of this club at least fourteen (14) calendar days prior to the date of the meeting.*

Section 2. **NOMINATING COMMITTEE.** The president shall appoint a nominating committee which shall submit the names of candidates for the various club offices to the club at the nomination meeting. At this meeting, nominations for all offices to be filled in the succeeding year may also be made from the floor.

Section 3. **NOMINEE UNABLE TO SERVE.** If in the interim between the nomination meeting and the election meeting any nominee is unable for any reason to serve in the office to which he/she was nominated and for which office there was no other nominee, the nominating committee shall submit, at the election meeting, names of additional nominees for that office.

Section 4. **ELECTION COMMITTEE.** *An election meeting shall be held no later than April 15 of each year*, at a time and place determined by the board of directors, and *fourteen (14) calendar days prior written notice shall be given to each member of the club by the secretary, by mail or personal delivery.* Such notice shall include the names of all nominees approved at the preceding nomination meeting, and, subject to Section 3 above, a statement that these nominees will be voted upon at this election meeting. No nominations may be made from the floor at the election meeting.

Section 5. **ANNUAL ELECTION.** Subject to the provisions of Section 8 of this Article all officers, other than directors, shall be elected annually and shall take office on July 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified.

LIONS CLUB'S OFFICER REPORTING FORM

The new form PU-101 looks like the attached.

It is to be filed as soon after club elections are completed.

A new form should be completed even if club officers remain the same as last year.

When completing the form, please note:

There are now places for Home, Business and Mobile phone numbers

There is a place for E-Mail addresses

Please indicate in the appropriate place, if the spouse is a Lion member.

URGENT! THIS IS YOUR 2011-2012 LIONS CLUB'S OFFICER REPORTING FORM

Lion Secretary: Use this form to report the names and addresses of your newly elected club officers to International Headquarters. This form is *extremely important*—all communications your new officers receive during their year in office will be based on the information you provide here. **Please PRINT** the needed information on this form and return it in the enclosed self-addressed envelope, *immediately following your club elections in April. Final deadline is May 15.* If you fail to return this form, your new officers will not be able to receive the information and materials they will need during the coming year.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB	INTL. OFFICE USE ONLY
				LANG. COUNTRY

Your meeting place and time are indicated on the left. If different, please indicate below.
(PLEASE INDICATE DAY, WEEK & HOUR OF MEETING)

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.
EACH WEEK							
1ST WEEK							
2ND WEEK							
3RD WEEK							
4TH WEEK							
ALTERNATE WEEKS							
HOUR							

MEETING PLACE _____

STREET ADDRESS _____

Club mailing address: _____

Clubs website URL: _____

Any change in club officers during the fiscal year must be reported to headquarters.

***MEMBER NUMBERS ARE INDICATED ON YOUR SEMI-ANNUAL PER CAPITA. PLEASE INDICATE BELOW MAILING ADDRESS FOR INCOMING CLUB OFFICERS**

ENTER MAILING INFORMATION IN LOCAL FORMAT.

PRESIDENT: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
SECRETARY: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
TREASURER: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>
MEMBERSHIP CHAIRPERSON: NAME	MEMBER NUMBER*	HOME PHONE NO.
#		BUSINESS PHONE NO.
#		MOBILE PHONE NO.
E-MAIL ADDRESS	SPOUSE: NAME	SEND MAIL TO CLUB ADDRESS <input type="checkbox"/>