
Club Secretary Excellence Award Requirements

To be eligible to receive the Club Secretary Excellence Award, club secretaries must complete the following six items.

1. The Club shall comply with the Association's Constitution and By-laws and the policies of the International Board of Directors. It shall refrain from any action encouraging unauthorized use of the name, goodwill, emblem, the marks "Lions", "Lions Clubs", "Lioness", "Leo", "Lions International", or "Lions Clubs International" and other insignias of this association.
2. An accounting must be made for all Membership and Activities reports.
3. All other reports required by the International Office and / or the single, sub or multiple district of which the secretary's club is a part must be filed on time.
4. The PU-101 form must have been submitted to the International Office and the District Governor by 1 May.
5. Club secretaries must have attended at least two Zone Advisory Committee meetings.
6. The club secretary must have attended at least three Cabinet meetings or two Cabinet meetings and the State Convention.
7. The club secretary must have attended a club officers training school or session conducted by the District.

In order to be eligible for the Club Secretary Excellence Award, the secretary must have been recommended by the Zone Chair and /or the Region Chair to the District Governor.