

**The International
Association
of
Lions Clubs
DISTRICT 201 C2
POLICY MINUTES**

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POLICY MINUTE 1 - CABINET MEETINGS

VENUE

- 1.1 The District Governor shall determine the venue for Cabinet Meetings.

HOSTING ARRANGEMENTS

- 1.2 The Cabinet Secretary shall be responsible for arranging facilities.

ATTENDANCE BY NON-CABINET OFFICERS

- 1.3 Attendance by persons other than Cabinet Officers shall be left to the discretion of the District Governor.

CONFIDENTIALITY

- 1.4 The District Governor may determine, prior to its being discussed, that any item of business be considered as confidential to Cabinet. Should the District Governor not exercise this right, any Cabinet member may put a motion to the effect that any item of business can be considered as confidential to Cabinet. A simple majority may carry such a motion.

POLICY MINUTE 2 - DISTRICT ADMINISTRATION

FUND RAISING FROM OTHER CLUBS

- 2.1 Clubs in the District shall obtain approval from the District Governor before approaching any other club in the District in respect of any fund-raising project.

INTER-DISTRICT NEGOTIATING

- 2.2 When clubs or District Officers find it necessary to contact clubs in another District, copies of the correspondence shall be sent to the District Governors involved.

CLUB ACTIVITY CHAIRMEN

- 2.3 The Cabinet Secretary shall prepare a form and mail it to the clubs in the District during the month of July each year requesting the name, address and telephone numbers of the Chairmen selected for major portfolios, e.g. Christmas Cakes, Lions Quest etc. Details on these forms to be then available to the appropriate District Officers for the purpose of direct liaison with them.

CLUB BANNERETTES

- 2.4 Clubs in the District shall submit a design and obtain the District Governor's approval before an order is placed for any new or redesigned Club Bannerettes.

POLICY MINUTES

- 2.5 District Policy Minutes shall be confirmed each year at the first Cabinet Meeting after July 1st.

COPY TO CLUBS

- 2.6 A copy of the By-Laws and Policy Minutes and any amendments thereto shall be provided to all clubs in the District.

POLITICS & RELIGION

- 2.7 District Officers shall not issue an opinion nor become involved in any subject that involves Politics or Religion.

SUB-COMMITTEES

- 2.8 District Chairmen shall obtain the approval of the District Governor before forming any sub-committee.

CORRESPONDENCE

2.9 Copies of relevant letters to clubs by District Officers are to be forwarded to the District Governor, Zone Chairman and Cabinet Secretary.

STATIONERY

2.10 (a) The District Governor Elect shall purchase no more than 3500 letterheads for use during their term of office.

2.10 (b) The District shall supply the District Governor, on completion of their term of office, with any surplus copies of the letterhead used by the District during their term of office.

ABSENCE OF DISTRICT GOVERNOR

2.11 In the absence of the District Governor, the Vice District Governor shall administer the District and shall conduct the affairs of the District, as they deem necessary.

VISIT BY CABINET SECRETARY/VICE DISTRICT GOVERNOR

2.12 At the discretion of the District Governor, the Cabinet Secretary and/or the Vice District Governor may, if involved in a training presentation, visit the State or Territory forming that part of the District outside their home State or Territory and their travel, accommodation and meal expenses reimbursed in accordance with the District policy prescribed in Policy Minute 8.

ATTENDANCE AT MULTIPLE DISTRICT COUNCIL MEETINGS

District Governor's Expenses

2.13 (a) Travelling, accommodation and meal expense of the District Governor in attending Multiple District Council Meetings shall be reimbursed from District funds, subject to any refunds the District Governor may receive from the Association. All expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

District Governor Elect

2.13 (b) The District Governor may be accompanied by the District Governor Elect to Multiple District Council meetings held after their election, for the purpose of training, and that Officer's travel, accommodation and meal expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8, provided finance is available.

Vice District Governor

2.13 (c) At the discretion of the District Governor the Vice District Governor may attend Multiple District Council meetings and that Officer's travel, accommodation and meal expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8, provided finance is available.

Cabinet Secretary Designate

2.13 (d) At the discretion of the District Governor the Cabinet Secretary Designate may attend at time of Multiple District Council Meeting, in January and May, or other times as determined, training sessions conducted by Multiple District Council's Cabinet Secretaries Coordinator. Reimbursement for that officer's expense shall be in accordance with the District policy prescribed in Policy Minute 9, providing that finance is available and be restricted to travel expenses and one days accommodation and meals allowance.

District Governor Elect

2.13 (e) The District Governor Elect shall be reimbursed from the District Administration Funds for the cost incurred for their Partner's airfare when requested to attend the second session for District Governor Training. Reimbursement shall be in accordance with the District Policy prescribed in Policy Minute 8.

VISIT BY INTERNATIONAL PRESIDENT

2.14 a) In the event of a visit to the District by the International President, the District Governor shall be reimbursed for the costs of travelling in company with the International President during his or her visit. All travel, accommodation and meal expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

2.14 b) If the International President is accompanied by their Partner, the District Governor's Partner shall be reimbursed for the costs of travelling in company with the International President's Partner during their visit. All travel, accommodation and meal expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

2.14 c) The District shall bear the meal expenses of the International President and Partner, the District Governor and Partner and two further guests attending any hospitality function associated with a visit to the District of the International President. Additions may only be approved by the District Cabinet or the District Governor.

ATTENDANCE BY DISTRICT GOVERNORS' PARTNER AT COUNCIL MEETINGS

2.15 The District Governor shall have the option of taking their partner to one Multiple District Council meeting other than that associated with the Multiple District Convention. All travel, accommodation and meal expenses shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

ATTENDANCE AT CLUB HANDOVERS

2.16 The retiring District Officers may attend Club Handover functions in their official capacity.

PERSONAL BANNERETTES/BADGES & DISTRICT BADGES DISTRICT GOVERNOR ELECT

2.17 a) The District Governor Elect shall be reimbursed up to \$1000.00 towards the cost of producing personal bannerettes/badges for use during their term of office.

2.17 b) The District Governor Elect shall be entitled to an issue of Thirty Five (35) District Badges when attending the International Convention, and such issue to be paid for from District funds.

ATTENDANCE BY CABINET SECRETARY AT CABINET MEETINGS

2.18 Travelling and accommodation expenses incurred by the Cabinet Secretary, Cabinet Treasurer and the Constitution and By-laws Chairman in attending Cabinet meetings held outside their home State or Territory may, at the discretion of the District Governor, be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

POLICY MINUTE 3 – DISTRICT CONVENTIONS

TRANSPORT

- 3.1 No official carrier shall be appointed solely to control the arrangements for a District Convention.

BUDGET

- 3.2 The District Cabinet shall determine the hospitality fee and approve the budget for the forthcoming District Convention.

FUNDRAISING

- 3.3 Clubs shall not promote their own fundraising activities at a District Convention without the approval of the District Governor.

RECORDING OF PROCEEDINGS

- 3.4 The Organising Committee shall liaise with the Cabinet Secretary in respect of recording procedures and requirements. A dual recording shall be made and the cost of such recordings shall be paid from District Funds.

HOSPITALITY BOOKS

- 3.5 The cost of supplying hospitality books for the District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer and the District Constitution and By Laws Chairman and their partners shall be paid from District funds.

OFFICIAL GUESTS

- 3.6 The District Governor shall decide the official guests to attend the various functions during the District Convention.

The District Governor of 201C1 and partner shall be invited Guests to the District Convention and the cost of their accommodation and the hospitality book shall be paid by this Districts funds.

The cost of supplying hospitality books for other official guests shall be paid from District funds.

EXPENSES

- 3.7 Travelling and accommodation expenses of the District Governor and Vice District Governor and Partners, the Cabinet Secretary , Cabinet Treasurer, and the Constitution and By-laws Chairman, in attending the District Convention, shall be reimbursed from District funds, subject to any refunds the District Governor may receive from the Association. In the event that the Cabinet Secretary shall not be able to attend the District Convention, then the expenses as outlined shall be allowed to the District Officer who is delegated to represent the Cabinet Secretary. All expenses shall be reimbursed in accordance with the District policy outlined in Policy Minute 8.

CONVENTION BANNERETTE

- 3.8 The Convention Organising Committee shall obtain the prior approval of the District Governor before ordering any proposed Convention Bannerette.

LIONS SHOP

- 3.9 The District Governor may appoint a Lion to organise and conduct the Lions Shop at the District Convention. The Lion appointed shall be solely responsible for all operations of the shop and shall report direct to the Cabinet Treasure. He or she shall also liaise with the Convention Organising Committee with regards to location, staffing, etc. Any profit or losses shall be taken into the final accounting of the Convention.

NOTICE OF MOTION

Acknowledgment

3.10 (a) The Cabinet Secretary shall acknowledge receipt of a notice of motion and submit the motion to the Constitution and By Laws Committee.

Redrafting

3.10 (b) The Constitution and By Laws Chairman shall analyse and where considered necessary (with the approval of the club or District Cabinet submitting the motion), redraft all notices of motion designed to come before a District Convention.

The redrafted notice of motion shall be submitted to the originator as soon as possible for approval. A date may be stipulated by which the originator of such notice of motion should approve the redrafted motion.

Such date to be determined in accordance with the printing or other requirements for the Convention.

Notice to Clubs

3.10 (c) The Cabinet Secretary shall advise all clubs within the District, all motions to be put before the District Convention vide Article 11.4 of the District Constitution, by circulating a "Printed Hard Copy" of such motions and by "Posting" such motions on the District Internet Web Site.

Report to Convention

3.10 (b) The Constitution and By Laws Chairman shall report to the District Convention on the form of all motions submitted. If the Chairman does not recommend the form of a particular motion presented to it, either in its original form or redrafted form, it shall report to the Convention that the form of the motion is not recommended by the committee and shall move, at the business session dealing with committee' report, "that the motion be not presented to the convention", giving the Chairman's reasons. A delegate of a club presenting a motion that is not recommended by the Chairman shall be notified of the Chairman's decision and the reasons therefore. Where possible this notice shall be given prior to the business session dealing with the Chairman's report.

POLICY MINUTE 4 – MULTIPLE DISTRICT CONVENTION

DISTRICT GOVERNOR'S EXPENSES

4.1 Subject to any refunds from the Association, expenses necessarily incurred by the District Governor in attending a Multiple District Convention for travel, meals and accommodation shall be reimbursed in accordance with the District policy prescribed in Policy Minute 8.

DISTRICT GOVERNOR'S PARTNER

4.2 The District Governor shall be reimbursed from District Administration funds for the travelling and meal expenses for their partner to attend the Multiple District Convention. Reimbursement shall be in accordance with the District policy prescribed in Policy Minute 8.

DISTRICT GOVERNOR'S ELECT EXPENSES

4.3.1 The District Governor Elect and partner shall be reimbursed from the District Administration funds for travel, meals and accommodation expenses incurred in attending the Multiple District Convention. Reimbursement shall be in accordance with the District policy prescribed in Policy Minute 8.

4.3.2 The District Governor Elect shall be reimbursed from the District Administration funds for expenses incurred for attending Training Session prior to Multiple District Convention. Reimbursement shall be in accordance with the District Policy prescribed in Policy minute 8.

CABINET SECRETARY'S EXPENSES

4.4 Expenses necessarily incurred for travel, meals and accommodation by the Cabinet Secretary and partner in attending a Multiple District Convention shall be reimbursed from the District Administration funds. In the event that the Cabinet Secretary shall not be able to attend the Multiple District Convention, then the expenses outlined shall be allowed to the District Officer who is delegated to represent the Cabinet Secretary. Reimbursement shall be in accordance with the District policy prescribed in Policy Minute 8.

CABINET SECRETARY ALSO DISTRICT GOVERNOR ELECT

4.5 Where the current Cabinet Secretary is the District Governor Elect, then the Cabinet Secretary Designate shall have the authority to represent the Cabinet Secretary and they shall be entitled to reimbursement in line with Policy Minute 4.4.

POLICY MINUTE 5 - COMMITTEES AND DISTRICT REPRESENTATION

5.1 Subject to the provisions of the District Constitution and those Policy Minutes relating to any particular committee, the District Governor and District Cabinet may, as deemed fit, form any committee and shall decide in respect of each such committee so formed the following;

- I. the name of the committee;
- II. the duties of the committee;
- III. the Chairman;
- IV. the period for which it is formed;
- V. the members and period of appointment of each member;
- VI. the procedural requirements;
- VII. the revoking of the appointment of any member;
- VIII. the filling of any vacancy;

Provided however, that the District Governor and the District Cabinet may change their decisions as to the above matters from time to time.

PROCEDURAL REQUIREMENTS

5.2 Unless otherwise specifically determined in relation to any committee formed under Policy Minute 5.1 hereof;

- I. the quorum for each committee shall be at least half the members thereof;
- II. the Chairman shall have a casting vote as well as a deliberative vote;
- III. meetings shall be convened by the Chairman or in accordance with his or her directions or those of the District governor and District Cabinet, as the case may be;
- IV. full and correct minutes shall be sent to the District Governor and Cabinet Secretary as soon as possible after each meeting.

BOUNDARIES STANDING COMMITTEE

Composition

5.3 a) A Boundaries Standing Committee may be established. The members of the committee shall be the District Governor, the Past District Governors for the preceding two years and the Constitution and By Laws Chairman. The committee members shall elect their own Chairman.

Function

b) The Boundaries Committee shall continuously note the possibilities for further extensions and advise the District Governor accordingly.

MEDICAL RESEARCH FOUNDATION

5.4 The District Representatives to this Foundation shall be determined by and comply with the provisions specified in Article 12 of the District Constitution.

FORWARD PLANNING REVIEW COMMITTEE

Composition

- 5.5 (a) A forward planning review committee shall be established and met prior to, or in conjunction with the first Cabinet Meeting of each *calendar* year. The members of the committee shall be the District Executive Officers and will be chaired by the District Governor.

Function

- 5.5 (b) The forward planning review committee shall:-
- I. Review the appointment of trainers for incoming Club and District Officer Training Seminars.
 - II. Approve the number of seminars to be conducted.
 - III. Approve the time, date, and venue of each seminar.
 - IV. Designate the responsible officer to notify each seminar attendee, and the time frame in which to do so.
 - V. Be made aware of any unfilled Cabinet positions for the following term of office and in conjunction with the District Governor Elect, develop strategies to fill those positions.
 - VI. Appoint, if not previously appointed, the District Convention Chairman, to the Cabinet.
 - VII. Offer any other forward planning assistance requested by the District Governor Elect.

POLICY MINUTE 6 – DISTRICT HANDOVER

DATE OF HANDOVER

6.1 The effective date of the Handover of the District Administration shall be the 1st July of each year.

HANDOVER FUNCTION

Determination

6.2 a) The outgoing District Governor shall arrange a District Handover function to be held each year and shall determine the Host Club for that function.

Date

6.2 b) The District Governor shall consult the District Governor Elect before determining the date for the Handover function.

Programme

6.2 c) The District Governor in consultation with the District Governor Elect shall approve the venue, programme, official guest list and other details of the function.

PAYMENT FOR ATTENDANCE

6.2 d) The District shall pay for the hospitality expenses at the District Handover function of the following retiring officers – District Governor, District Governor Elect, Cabinet Secretary, Cabinet Treasurer and their partners together with the District Governor of District 201C1 and partner. The District shall also pay for up to four invited guests approved by the District Governor.

GIFT TO RETIRING DISTRICT GOVERNOR

6.3 The Cabinet Secretary shall be empowered to purchase a suitable gift for the retiring District Governor and partner. Such gift to be presented at the District Handover function. The value of the gift shall be determined at the first Cabinet meeting in the District Governor's year of office in conjunction with the budget considerations.

PAST DISTRICT GOVERNOR LAPEL BUTTON

6.4 The Cabinet Secretary, or the District Governor Elect shall purchase with District funds a Past District Governor lapel button to a value determined by the Cabinet Treasurer and District Governor Elect, for the retiring District Governor.

POLICY MINUTE 7 – DISTRICT AND MULTIPLE DISTRICT ACTIVITIES

LIONS NATIONAL CHRISTMAS CAKE PROJECT

Disbursement of District Proceeds

7.1 a) The District Governor shall be empowered to allocate the funds the District receives from the sales of Christmas Cakes during his or her term of office. In determining such allocation he or she shall seek recommendations from all clubs prior to the 31st of May each year.

Report to Clubs

7.1 b) A report of the disbursement of funds as provided in Section 7.1(a) of these Policy Minutes shall be presented to all clubs in the District as soon as practical.

Lions Cake Commissions

7.1 c) Ten percent (10%) of the Annual Lions Cake Commission received by District to be placed in reserve and used for the replacement of District Equipment.

THE NATIONAL LIONS MINTS AUSTRALIA PROJECT

7.2 The money from the sale of Lions Mints is to be used by Clubs for Disbursement to Community Projects or Appeals as selected by each individual Club.

MULTIPLE DISTRICT YOUTH EXCHANGE

7.3 The District shall provide fifteen (15) District Badges to each young person from this District involved in the Multiple District Youth Exchange Program.

DISTRICT SOCIAL/SPORTING FUNCTIONS

7.4 All social/sporting functions organised for or on behalf of the District shall be self-supporting. Cabinet may provide a trophy where considered appropriate.

POLICY MINUTE 8 – EXPENSES REIMBURSEMENT **DAILY ALLOWANCE**

8.1 The daily allowance for meals and accommodation for District Officers as provided under these Policy Minutes shall be at the rate currently in use by the Multiple District. Where official accommodation is designated by Multiple District the actual cost of the accommodation shall be reimbursed.

TRAVELLING EXPENSES

8.2 Reimbursement of travel costs shall not exceed the normal economy return airfare. Where travel is undertaken by private vehicle, the rate shall not exceed current Multiple District 201 Rules of Audit.

POLICY MINUTE 9 - SEMINAR EXPENSES

CLUB OFFICERS

9.1 The District Governor shall authorise Incoming Club and Cabinet Officers Seminars be conducted in South Australia and the Northern Territory which should be held prior to 30th June in each year. The District Governor Elect shall appoint officers to organise the seminars. Where the Cabinet deems it to be beneficial for seminars to be held in country locations, travel accommodation for one night and meal expenses for one day shall be paid for up to four appointed officers, excluding the District Governor Elect. These costs shall be reimbursed in accordance with Policy Minute 8.

SPECIAL TRAINING SEMINARS

9.2 Where the Cabinet deems it beneficial, it may approve a Special Training Seminar. All accommodation and meal expenses shall be paid as approved by the Cabinet, for up to four appointed officers, and reimbursed in accordance with Policy Minute No. 8.

POLICY MINUTE 10 – MEMBERSHIP, RETENTION & EXTENTION EXPENSES

MEMBERSHIP CHAIRMAN/COORDINATOR

10.1 The amount of \$2,000.00 to be provided in the Annual Budget for the Membership Chairman and/or Membership Coordinators (At the discretion of the District Governor) to be reimbursed from the District Administration Funds for the cost incurred for Travel and Accommodation when attending 201C2 Clubs for the specific purpose of Problem Solving and Training in Membership and Retention. Reimbursement for Accommodation shall be in accordance with the District Policy prescribed in Policy Minute 8. Reimbursement for Travel shall be at the rate of \$10.00 per 100 kilometres.

EXTENSION CHAIRMAN

10.2 The amount of \$1,000.00 to be provided in the Annual Budget for the Extension Chairman to be reimbursed from the District Administration Fund for the costs incurred for Travel and Accommodation during the exploration and formation of new Lions Clubs in District 201C2, at the discretion of the District Governor. Reimbursement for accommodation shall be in accordance with the District Policy prescribed in Policy Minute 8. Reimbursement for Travel shall be at the rate of \$10.00 per 100 kilometres.

POLICY MINUTE 11 – DISTRICT PROJECTS

RECORD OF PROJECTS

11.1.1 The Cabinet Secretary shall maintain a Register of all District Projects and the review period of such projects.

REVIEW OF PROJECTS

11.1.2. A written copy of the Register shall be presented to the District Cabinet for the purpose of Review, at the Cabinet meeting prior to the District Convention.

DISTRICT SUPPORTED PROJECTS (External)

11.2.1 Only Non-District projects or activities which have been endorsed by the District Governor shall be recommended to clubs for support or participation. Such endorsements will only be for that current year.

11.2.2 The endorsement of such projects will be circulated by the Cabinet Secretary on a regular basis as part of the normal distribution of correspondence to clubs.