

LIONS CLUBS INTERNATIONAL

DISTRICT 201 V1-4

CABINET POLICY MINUTES

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SECTION	POLICY	Date Amended/Removed
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<p>POLICY AND ADMINISTRATION</p>	<p>1.1 These Policy Minutes shall be confirmed at the first Cabinet Meeting in each Lions Year subject to any amendment, addition or deletion. (10/2/08)</p> <p>1.2 These Policy Minutes are for governing the operations of the District and must at all times remain consistent with the Constitutions of the International Association of Lions Clubs and District 201 V I-4. (10/2/08)</p> <p>1.3 A copy of the District Constitution and By Laws document shall be made available to each club in the District with amendments included. Additional copies of the Constitution and By Laws shall be made available upon request. (10/2/08)</p> <p>1.4 No minute written into this document, shall inhibit or constrain the District Governor within the area of his/her responsibility, viz:</p> <p>1.4.1 Their decision in all matters other than financial</p> <p>1.4.2 The right to appoint or dismiss any member of his/her cabinet. (10/2/08)</p>	
<p>CABINET MEETINGS</p>	<p>2.1 Dates of Cabinet Meetings shall be determined by the District Governor and published in the District Directory. (10/2/08)</p> <p>2.2 The venue for Cabinet Meetings shall be determined by the District Governor. (10/2/08)</p> <p>2.3 The Cabinet Secretary shall ensure that venues and catering are arranged prior to each meeting. An amount of up to \$10 per cabinet member is to be paid to the host club toward catering costs to be from the District Administration Account. Any District Cabinet Officer failing to advise the Cabinet Secretary of their inability to attend a District Cabinet meeting by the required time and date will be asked to reimburse the District Fund for the Catering cost. (10/2/08)</p> <p>2.4 Cabinet Meetings shall start at 10.00 am and finish at 3.00 pm subject to extensions of time being approved by a 2/3rds majority of Cabinet Members present. (10/2/08)</p> <p>2.5 Written Reports (one A4 page except in special circumstances) from the District Governor, First and Second Vice District Governor, Cabinet Secretary, Region Chairman (if applicable), Zone Chairman, District Chairman and a Financial Statement from the Cabinet Treasurer will be presented at each meeting. Such reports are to be in the hands of the Cabinet Secretary by the specified date.</p>	<p>amended Oct 2008</p>

FINANCE	3.1 The signatories referred to in Article 6 Section 3 of the District Constitution shall be any two of the District Governor, Cabinet Secretary and the Cabinet Treasurer. (10/2/08)	
CORRESPONDENCE	4.1 Copies of all correspondence by District Officers (except of a routine nature) shall be forwarded to the District Governor for information and to the Cabinet Secretary for recording. (10/2/08) 4.2 No District Officer shall enter into any communication (written or verbal) on matters of policy without the approval of the District Governor. (10/2/08)	
MEMBERSHIP AND ACTIVITIES REPORTS	5.1 Failure by Clubs to comply with submission requirements for Membership and Activities Reports will, become prima facie evidence of non-qualification for Club Secretaries and President Awards. (10/2/08)	
INCOMING OFFICERS SEMINAR	6.1 It is incumbent on the District Governor during his/her term of office to ensure that the District run a Northern and Southern incoming District Seminar and report on this to Lions Clubs International. This seminar will be the responsibility of the District Governor and will be run by the incoming District Governor, or the Lion recommended to International for this position. The format and timing of this meeting to be approved by the District Governor. (10/2/08)	
DISTRICT GOVERNOR ELECT & FIRST AND SECOND VDG ELECT	7.1 The District Governor elect will be considered a member of the District Cabinet from the date of their election. (10/2/08) 7.2 The First and Second Vice District Governor elect will be considered a member of the District Cabinet from the date of their election.	amended Oct 2008
EXTENSIONS	8.1 Any Club having received the District Governor's approval to investigate an extension must report progress monthly to the District Governor. (10/2/08)	
CHARTER NIGHTS	9.1 Charter Nights shall be budgeted to cover costs only. (10/2/08) 9.2 Charter Night costs incurred by the attendance of the District Governor, Cabinet Secretary, and invited dignitaries and their partners shall be a charge against the function. (10/2/08)	
DISASTER RELIEF	10.1 The Treasurer is to maintain an account to be	20/7/08 amended

<p>FUND</p>	<p>called the Lions District 201V1-4 Disaster Relief Fund for banking of donations designated for this purpose.</p> <p>10.2 The District Governor of the day will have authority to allocate funds for disaster relief in collaboration with an appointed Disaster Fund Chairman. (10/2/08)</p>	
<p>HEALTH AND WELFARE FUND</p>	<p>11.1 The Treasurer is to maintain an account known as the 'Health & Welfare Fund' to accumulate proceeds from Christmas Cake sales. (10/2/08)</p> <p>The Treasurer is to maintain a Health and Welfare Fund as a ledger item within the Activity Account. The fund to draw, annually, 50% or \$5,000 from, (whichever is greater), the Multiple District Christmas Cake Rebate. Any residual amount from the cake rebate after the Health and Welfare component is extracted will be placed into the Activity Account of the District and administered under Article 6, Section 9 of the District V1-4 Constitution and By-Laws. (12/10/08)</p> <p>11.2 Clubs desirous of conducting Health & Welfare projects may apply to District Cabinet for subsidy from this fund in accord with guidelines established in the District Constitution & By-Laws Article 6 Section 10. (10/2/08)</p>	<p>Deleted Oct 2008</p> <p>Added November 2008</p>
<p>DISTRICT GOVERNOR'S NEWSLETTER</p>	<p>12.1 The District Newsletter Editor shall publish the District Governor's Newsletter at a frequency determined by the District Governor and copies shall be distributed to each Lions Club, Lioness Club, Leos Club, District V1-4 Officers and Past District Governors in good standing. (10/2/08)</p>	
<p>DISTRICT CONVENTIONS</p>	<p>13.1 The District Governor shall appoint a Convention Review Committee, comprising the previous years District Convention Chairman, the Current District Convention Chairman and the District Convention Chairman Designate, together with the Sergeant of Arms as Chairman. This Committee will review the District Convention and submit, as required, a written report to the District Cabinet through the Cabinet Secretary not later than fourteen (14) days prior to the first Cabinet Meeting following the Convention. (10/2/08)</p> <p>13.2 Should it be decided by the Cabinet that Lions Merchandise will be sold at the District Convention, the Convention Committee is to maintain record of both receipt and despatch of the merchandise from the Lions Multiple District</p>	

	<p>the merchandise from the Lions Multiple District Office. (10/2/08)</p> <p>13.3 A final Convention budget to include Hospitality Cost must be presented to the first Cabinet Meeting of the new administration for approval. The Cabinet Treasurer must be consulted in preparation of the Budget. (10/2/08)</p> <p>13.4 No commitment of funds by way of donation etc. shall be made without the approval of the District Governor. (10/2/08)</p> <p>13.5 The conduct of any raffle at District Convention shall be restricted to those approved by Cabinet. (10/2/08)</p> <p>13.6 The Sunday barbecue or similar function held at the close of the District Convention, may be made the responsibility of the Host Club, and any profit or loss incurred shall be the responsibility of the Host Club. The charge for such function shall be included in the Convention budget submitted for Cabinet approval. (10/2/08)</p> <p>13.7 Following confirmation of a successful application by a club or clubs to host a District Convention, (in accord with provisions of the V1-4 Constitution & By-Laws), the host club or clubs is entitled to apply for an administration advance of \$1,000 from the District Convention Fund. (20/7/08)</p>	new 20/7/08
DISTRICT OFFICER AND CHAIRMAN RECORDS	<p>14.1 At the conclusion of their term of office each District Officer shall, if practicable, hold a meeting with their successor. All files relating to the portfolio and a summary of their year of office shall be handed over. (10/2/08)</p> <p>14.2 At the conclusion of their term of office each District Chairman shall provide a written report on their portfolio for their year, to be included in the next convention booklet. (26/10/08)</p>	New November 2008
REIMBURSEMENT TO DISTRICT OFFICERS	<p>15.1 Reimbursement to District Governors and District Governors Elect will be in accord with the current Lions Clubs International Board Policy Manual, Chapter IX District Officers and Organisation, Lions International Rules of Audit (LIROA). (10/2/08)</p> <p>15.2 The following expenses as defined below shall be reimbursed from the District Administration Fund, less expenses recouped from Lions International:</p> <p>15.2.1 <u>Multiple District Convention</u> The District Governor, District Governor Elect, Cabinet Secretary, and their partners will be</p>	

	<p>entitled to Transport, Accommodation and Hospitality Books.</p> <p>15.2.2 <u>Multiple District Council Meetings</u> The District Governor, Cabinet Secretary (or Cabinet Secretary designate) will be entitled to Transport, Accommodation and Meals. In addition for the Council Meeting held in conjunction with the MD 201 Convention the District Governor, Cabinet Secretary, District Governor Elect and their partners will be entitled to Transport, Accommodation and Meals.</p> <p>15.2.3 <u>District Convention</u> The District Governor, Cabinet Secretary, Cabinet Treasurer, and First and Second Vice District Governor and their partners will be entitled to Accommodation and Hospitality Books. Officially invited Convention Guests shall be entitled to Transport (if claimed), Accommodation and Hospitality Books.</p> <p>15.2.4 <u>International Convention</u> In the case where the District is in transition, a sum of \$1,500 towards the cost of the air fare for the District Governor’s partner to attend the International Convention will be provided.</p> <p>15.2.5 <u>Administration Expenses</u> Administration Expenses of the District Governor, Cabinet Secretary and Cabinet Treasurer.</p> <p>15.2.6 <u>Definitions</u> <u>Accommodation</u> <ul style="list-style-type: none"> • While in transit, as per LIROA • Conventions and MD Council Meetings, actual costs as receipted <u>Hospitality Book</u> <ul style="list-style-type: none"> • Full cost of Book plus any functions the Officer and partner are entitled to attend, (e.g. Key Members Breakfast) <u>Meals</u> <ul style="list-style-type: none"> • While in transit as per LIROA • At MD Council Meetings up to \$25 per day per person as receipted. • At Convention, Breakfast paid as receipted. <u>Transport</u> <ul style="list-style-type: none"> • Use of own car, as per LIROA • At destination city, lesser of actual cost or equivalent taxi fare. • “Long” distance, lesser of economy air fare or actual cost incurred regardless of the mode of transport selected by the officer, as per </p>	<p>amended Oct 2008</p>
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	<p style="text-align: center;">LIROA. (10/2/08)</p> <p>15.3 Claims for reimbursement from an appropriate activities fund may be made to District Officers for reasonable postage and expenses incurred where approved by the District Governor on presentation of relevant accounts and receipts. (10/2/08)</p>	
DISTRICT FLAG SET	16.1 The District Flag Set shall be stored and maintained under the control of the Host Club for the next convention. (10/2/08)	
PURCHASES OF DISTRICT OFFICER AWARDS	<p>17.1 The District Governor Elect, when attending the International Convention, shall purchase at District expense sufficient District Officer Awards for his/her year of office (allowing for any stock in hand). Awards not subsequently required shall be returned to District stock. (10/2/08)</p> <p>17.2 The number of achievement Award Medals (known as the Star Award) to be presented in any one year will be restricted to a minimum, and authorisation of the Award will be at the discretion of the District Governor. (10/2/08)</p>	
DISTRICT PINS	18.1 The District Governor shall design a District Pin for the year of office. The number to be purchased is to be based on sales for the prior year. (10/2/08)	
DISTRICT CHANGEOVER	<p>19.1 A District Changeover Function shall be held each year. (10/2/08)</p> <p>19.2 A venue for the function shall be determined by the District Governor and the District Governor Elect. (10/2/08)</p> <p>19.3 The cost of the function should be based on achievement of a breakeven budget and a raffle may be held to offset costs. (10/2/08)</p> <p>19.4 When planning the District Changeover Night, consideration should be given to timing the event in conjunction with the first Cabinet Meeting and locating both within reasonable proximity to overnight accommodation (ideally the one venue). (10/2/08)</p>	
MD 201 CONVENTION HOSPITALITY	20.1 The District Governor of the day may hold a get together for representatives from District V1-4 attending the Multiple District Convention prior to the District Banquet or in lieu of. Such a function may be funded to a maximum cost of \$500 as budgeted in the MD Convention Budget for the	

	District. (10/2/08)	
UNIFORMS	21.1 The District 201 VI-4 uniforms will consists of those official uniforms as set down in Sections 1, 2 and 4 of Article 15 (amended from time to time) of the Constitution and By-Laws of Multiple District 201 Inc. of Lions Clubs International. (10/2/08)	
DISTRICT OPERATION FRIENDSHIP	<p>22.1 District 201 V1-4 will participate in Operation Friendship for one month annually to coincide with the District Convention.</p> <p>22.1.1 An overseas Lion & Partner are invited to the District for a one month stay.</p> <p>22.1.2 Lions from V1-4 are obligated to provide free Home Stay only.</p> <p>22.1.3 The District Operation Friendship Chairman is to chair an organising committee of three, selected by Cabinet, to arrange applications and oversee the selection process.</p> <p>22.1.4 The selected visitor will be a guest speaker at the V1-4 Convention.</p> <p>22.1.5 The visitor may also be invited as a guest speaker to V1-4 Club meetings during the period of the visit. (10/2/08)</p>	
TRANSITIONAL DISTRICT	23.1 In the event that this District is deemed to be a Transitional District, and for the period it continues to be a Transitional District a special meeting for the recommendation of the District Governor as specified in the International Constitution Article VII Section 9a and Sub Section 4 shall be held annually. Such meeting shall in the interest of efficiency and conservation of costs be held during the district convention, at a time and place specified by the Immediate Past District Governor, or in his/her absence the most recent Past District Governor available. (10/2/08)	
YOUTH PROTECTION	<p>24.1 District 201 V1-4 will comply with the Lions MD 201 Youth Protection Policy which requires that all personnel involved as Youth Supervisors / Carers complete a ‘Working with Children’ Application. (10/2/08)</p> <p>24.2 The Cabinet Secretary will issue the Lions MD 201 Youth Protection Policy to each club at the commencement of each Lions year. (10/2/08)</p>	

	24.3 The District Governor will appoint a District Officer to facilitate and co-ordinate the 'Working with Children' for the District. (10/2/08)	
MEMORIAL NOTICES	<p>25.1 Memorial Notices are to be at the discretion of the Current District Governor after guidance from the Lions Club concerned as to appropriateness of insertion of a death notice in a local or other paper. (10/2/08)</p> <p>25.2 It is the responsibility of the Club's Secretary to inform the Cabinet Secretary immediately of the loss of a member in their Club. (10/2/08)</p> <p>25.3 It is suggested that all deceased members or partners will be advised to District through the Cabinet Secretary's Monthly Bulletin or District Newsletter. (10/2/08)</p>	
	26.1	