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LIONS CLUBS INTERNATIONAL DISTRICT 201N5

CLUB SECRETARY MANUAL 2014-2015

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1.1	April 2005	Update	PDG John Sim
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IMPORTANT NOTES

FINDING A FELLOW LION, LIONESSE OR LEO

Contact details for District Executive, Cabinet members and all Lions, Lioness and Leo Clubs in District 201N5 are to be found in the **District directory** available on the District website. The District website is www.lionsclubssydney.org.au. The District directory is located under **Club Administration / Download Documents / Club Secretary**.

SENDING MAIL

DISTRICT MAIL

District mail should be sent to the Cabinet Secretary whose details are available via the District directory mentioned above.

MULTIPLE DISTRICT MAIL

Mail for the Multiple District office should be addressed to:

Executive Officer
Locked Bag 2000
NEWCASTLE NSW 2300

The street address of the Multiple District office is

31-33 Denison Street Newcastle West NSW 2302
T: (02) 4940 8033
E: info@lions.org.au

LIONS CLUBS INTERNATIONALMAIL

Clubs should NOT send correspondence directly to Lions Clubs International headquarters. To save Clubs having to bear international postage costs, District 201N5 sends bulk mail to Lions Clubs International headquarters monthly. Contact the Cabinet Secretary for details.

ACCESSING THE LIONS CLUBS INTERNATIONALWEBSITE

By the start of each Lions year, the club's incoming president, secretary and treasurer should receive login details from Lions Clubs International to enable them to access and update the information pertaining to their club through Lions Clubs International website.

This information will generally arrive via email. It is vital therefore that your club's current secretary includes members email addresses with their other details on the Lions Clubs International website.

SUBMITTING MONTHLY MEMBERSHIP REPORTS

Every club **must** submit a monthly membership report (commonly referred to as a MMR or WMMR) **before the end of each month**. This is one of the criteria against which your District Governor and Club President are judged.

WMMRs are submitted electronically on the Lions Clubs International website at www.lionsclubs.org. Look towards the top of the page for the hyperlink titled **Submit Reports**

If you need help, call the Cabinet Secretary.

TYPICAL TIMELINE FOR A LIONS CLUB

JULY

- Submit Notices of Motion for District projects to the Cabinet Secretary
- Check out club members anniversaries for the year and order appropriate awards
- Ensure the club's '**Authority to Fundraise**' from the Office of Fair Trading is valid.
- Ensure the club has some new member kits with certificates signed by the current International President. If the club holds kits from a previous year, request updated new member certificates from Multiple District at no cost.

AUGUST

- Expect to receive District Convention delegate and Remembrance Ceremony forms from Cabinet Secretary
- Notices of Motion for standard projects to be submitted to the Cabinet Secretary
- Club AGM may be held this month. Advise all club members of the date of the AGM **at least 2 weeks before AGM.**

SEPTEMBER

- Return District Convention delegate and Remembrance Ceremony forms to the Cabinet Secretary
- AGM may be held this month

OCTOBER / NOVEMBER

- District Convention will be held during this period

DECEMBER

- Notices of Motion for Multiple District Projects close 31 December (subject to any amendment at a Multiple District Convention)

JANUARY

- Expect Multiple District to request number of Multiple District directories required for next year. Respond to Multiple District promptly.

FEBRUARY

- Expect to receive a PU-101 form from the Cabinet Secretary
- *First meeting (Board or dinner):* Nominations night for next year's board. Must secure nominations for the positions of president, secretary, treasurer, vice president/s, membership chairman and 1 & 2 year directors. Note the positions of tail twister and lion tamer are optional board positions (check your club's constitution)
Note: A nominations committee can be used to seek nominations prior to presentation at board and/or dinner meeting if the timing and/or arrangement of your club's meetings expedites this process.

MARCH

- Expect to receive Multiple District Convention delegate and Remembrance Ceremony forms from Cabinet Secretary
- *Second meeting (Dinner):* Election night for next year's Board. Complete your PU-101 form at this meeting and submit it to the Cabinet Secretary immediately.
Note: Elections may be held at a dinner meeting in early March as long as the result is determined in sufficient time to allow the club secretary to complete and submit the PU-101 form by 31st March.
- Submit PU-101 to Cabinet Secretary **by 31 March** to ensure accuracy of Multiple District directory
- Go online at Lions Clubs International and update your club officers for next year
- Consider submitting PU-101 information to the local council, MPs office and other relevant public offices.

- Notices of Motion for Multiple District Convention to be submitted to Cabinet Secretary (60 days prior to Multiple District Convention).

APRIL

- Multiple District Convention may be held this month (or May)
- Ensure the club's Changeover is being arranged.
- Organise certificates, awards and other acknowledgements for club Changeover night.
- Invite neighbouring Lions clubs and other relevant community groups to the club's Changeover.
- Have a Changeover bulletin prepared as an official document for historic purposes

MAY

- Attend Club Officers training day (may happen in June). Even long serving club officers will find the day most useful.

JUNE

- Finalise and submit your club's yearly activity report (if not already being done monthly)

SECTION 1. BACKGROUND INFORMATION

1.1 INTRODUCTION

This manual is compiled to assist the club secretary in the efficient execution of their duties.

For a club secretary, some level of clerical skills is an advantage as letters need to be correctly written and filed, accurate minutes of meetings prepared and correspondence attended to promptly. There are also the Monthly Membership Reports and the Monthly Activity Reports to submit over the internet and various other tasks such as keeping the members' records up to date.

Importantly all incoming secretaries should attend the club officer training day conducted by the District, usually in May each year. This applies to new as well as seasoned club secretaries as new secretaries have lots to learn and seasoned secretaries have lots to share (and might learn a thing or two as well).

1.2 DUTIES OF THE CLUB SECRETARY

- Under supervision and direction of the president and the board of directors, the secretary is the liaison officer between the club, District and the international association. The secretary shall have custody, keep and maintain the general club records, including records of minutes of regular and board meetings; plus attendance, record of service, committee appointments, elections, classifications, addresses and telephone numbers of members. All such records must be kept current and available for inspection by club members at any reasonable time. The secretary must also arrange for a handover on or before July 1st, when club secretary records become the responsibility of the incoming secretary.
- Consult with the new president regarding plans, projects, program and committees; and together prepare a calendar of events for the year.
- Become familiar with the club's legal responsibilities – Public Officer and Auditor, the requirements of incorporation, annual general meeting, Charities Act, the club's Authority to Fundraise and GST (GST is rarely a requirement for most of our clubs).
- Become familiar with the club constitution and policy minutes, as a ruling may be required at meetings. The District has a Constitution and By-Laws Chairman who is available for an interpretation or ruling on constitutional matters.
- Refer as necessary to this manual, the Multiple District 201 Club Administrative Manual, the International Association of Lions Clubs Constitution and By-laws and the District Constitution and By-laws.
- Open all mail (including email) immediately upon receipt and précis the contents. Discuss all but routine correspondence with the president, and forward copies of letters to the appropriate vice-president or committee chairmen as directed by the president. Ensure that mail addressed to club officers care of the club, is delivered as soon as possible.

- Submit reports containing such information as may be called for on blanks provided by the District, the International Association, or by Statutory Regulation.
- Keep membership and attendance records up to date.
- Ensure that Web Monthly Membership Reports (WMMRs) are submitted over the internet by the end of the current month. Instructions for submitting the MMR are available on the Lions Clubs International website.
- Ensure that your club's Monthly Activity Report is updated over the internet preferably each month but at least once each year. Instructions for updating the monthly activity report are on the Lions Clubs International website.
- Regularly check your membership details, addresses, contact phone numbers etc for correction and updating. Include any changes in the monthly membership report.
- When a member transfers to another club or District, a completed Transfer Member Form (ME-20) must be forwarded to the Cabinet Secretary.
- Attend all District Governor's Advisory Zone meetings.
- Take to all club meetings, the secretary record book, club bannerettes, guest speaker certificates, temporary name badges, board and club minutes, club constitution and policy minutes.
- Apply for club awards as members qualify, and arrange with the president for presentation.
- Maintain a stock of forms, membership kits, appreciation certificates etc.
- Complete and return all District and Multiple District convention delegate and registration forms etc. by the due date, even if a NIL report. Include on the District and Multiple District Remembrance Ceremony return forms, the names of those members who have passed away since the last return form was completed for that convention.
- Advise the Cabinet Secretary by phone of deceased members (with next-of-kin address) for a memorial to be organised. This is crucial for Remembrance Ceremonies at Conventions.
- Ensure that the PU101 form (to be completed immediately after the election of club officers) is forwarded to the Cabinet Secretary on time, to ensure that your club's detail is correctly recorded in the Multiple District and International directories.
- ALSO, log on and complete details of your club's officers for the coming year.

If you are unsure of a correct procedure, always be prepared to ask.

1.3 DISTRICT ORGANISATION

District Cabinet:

In accordance with the Lions Clubs International constitution, each District must organise a District Cabinet consisting of the District Governor as chairman, Vice District Governor, the Immediate Past District Governor, and the following who shall be elected or appointed: Cabinet Secretary, Cabinet Treasurer, Region Chairmen, Zone Chairmen, and such other District chairmen as the District Governor may require.

The District Cabinet usually meets four times each year.

District Officers are available to advise and assist clubs on any matter related to their specific portfolio. Clubs wishing to learn more about a particular topic may invite the appropriate chairman to a club meeting and take advantage of their experience and expertise.

Regions and Zones:

Districts are divided for administration purposes into a number of regions and zones, each presided over by a Region Chairman and Zone Chairman respectively.

Duties of the Region and Zone Chairmen are defined in the Lions Clubs International By-laws

Region Chairmen:

The Region Chairman, subject to the supervision and direction of the District Governor, is the chief administrative officer in the region with specific responsibilities to

- further the Purposes and Ethics of the Association
- supervise activities of the zone chairmen in the region, and such District committee chairmen as may be assigned by the District Governor
- play an active role in the organisation of new clubs and in strengthening weaker clubs, and perform other functions as may be required by the international board of directors.

Zone Chairmen:

The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, is the chief administrative officer of the zone with specific responsibilities to:

- further the Purposes and Ethics of this Association
- chair the District Governor's Advisory Committee in the zone, and to call regular meetings of that committee
- keep informed on the activities and welfare of all clubs in the zone, and play an active role in organising new clubs, and perform other functions as may be required by the International Board of Directors.

The Region and/or Zone Chairmen are there to advise and to help. They will make at least one official visit to your club during their term of office and it is expected that they will be the guest speaker on such occasion. They may also visit your club on other occasions during the year. - Do not hesitate to call on them.

District Governor's Advisory Committee meetings:

The purpose of District Governor's Advisory Committee meetings is to discuss matters of mutual interest to the clubs in each zone, and to provide an opportunity for clubs to have an input to the District Cabinet meeting by way of comment, criticism or recommendation. It is normal to hold up to four District Governor's Advisory Committee meetings during the year.

The president, secretary, treasurer and membership chairman of each club are all members of the District Governor's Advisory Committee and are expected to attend these meetings, with other club members welcome and encouraged to attend.

Cabinet Secretary and Cabinet Treasurer:

The duty of a Cabinet Secretary and Cabinet Treasurer is to provide an administrative support role to the District Governor and Cabinet, under supervision of the District Governor.

The Cabinet Secretary receives and deals with all District correspondence, monitors monthly membership and other reports to Lions Clubs International, provides member lists to the Sydney News editor, attends to member transfers and club officer details, provides notices and items of interest to the newsletter editor, prepares notices to Cabinet officers and clubs, circulates motions and register delegates to District and Multiple District Conventions, records minutes of convention and Cabinet meetings and generally makes themselves available to advise on Lion matters.

The Cabinet Treasurer is the financial advisor to the District Governor and Cabinet and is available to inform and assist club treasurers. He prepares the District budget, receives and banks monies from clubs and other sources, makes payments and keeps up-to-date financial records.

District chairmen:

District chairmen may be appointed by the District Governor to the District Cabinet. Subject to supervision by the District Governor, the District chairmen perform functions as may be required of them by provisions of the respective constitutions, by-laws and policies of the International Board of Directors. The duties of District chairmen are generally to be responsible for specific administrative or fund-raising activities within the District (e.g. Christmas Cakes, Lion Mints, Youth Services and so on), and to act as coordinator between club level activities and District, state or Multiple District levels.

District chairmen will correspond with clubs from time to time and would welcome the opportunity to address a club meeting. Do not hesitate to contact them if they can help your club in any way.

SECTION 2. CLUB ADMINISTRATION

2.1. SECRETARY'S TUTORIALS

A wealth of information is available on the Multiple District website (www.lionsclubs.org.au) to assist club secretaries. Go to the Members Area and click on Training and then Tutorials for Club Officers.

Further useful information is available on the Lions Clubs International website. Go to www.lionsclubs.org and select Member Center/Resources. Bear in mind that much of the content applies to the USA or has been superseded by similar publications which have been modified for use in Australia (e.g. the Transfer Member (ME-20), the Club Supplies Order, and Club Officer report (PU-101) forms and, of course, this very manual.

2.2. IMPORTANT BACKGROUND READING

The Secretary may be questioned by club members on a range of Lions issues so it is important that you are conversant with important publications such as the following:

- International Association of Lions Clubs Constitution and By-Laws, amended each year after the International convention.
- Multiple District 201 Constitution and By-Laws, revised edition of which is available each July after the Multiple District convention.
- Standard Form Lions Club Constitution and By-Laws, amended each year.
- Multiple District 201 Club Administration Manual (VERY useful and available on the Multiple District website)
- District 201N5 Constitution and By-Laws.

The first four of these publications are available through Club Supplies at Newcastle Office and the Multiple District website www.lionsclubs.org.au and the fifth is available on the District website or from your Cabinet Secretary on request.

Other Australian publications obtainable from Multiple District include Quotations and Speeches and Instructional Leadership.

It is also wise to spend some time familiarising yourself with the Lions Clubs International, Multiple District and District websites as they all contain a wealth of information that is certain to be useful.

2.3. DINNER MEETINGS

Correspondence: All correspondence should be distributed to the appropriate vice-presidents or chairmen prior to the meeting. Any items of information for the club generally should be presented in the secretary's report and/or given to the bulletin editor for publication (e.g. notice of club functions and projects, mail from the District Governor, other clubs or Districts).

Minutes: There is no requirement for detailed minutes of dinner meeting proceedings to be taken, except to record club decisions which are debated moved and carried. All matters of club policy determined at a board meeting must be advised to members at the next club meeting.

Awards: The presentation of awards to members are significant milestones in both the member's and the club's history, and should occupy a prestigious moment in the dinner meeting program. Awards may be presented as they fall due, or held until an important club function. Awards may be purchased from the Multiple District Office in Newcastle.

Lions Protocol: It is important to be aware of the proper protocol when guests or visitors attend your club. A copy of the Lions Clubs International protocol is included elsewhere in this manual.

2.4. BOARD MEETINGS

General: At least one week prior to the board meeting, the secretary should liaise with the president to prepare and circulate minutes of the previous board meeting, a list of the inward and outward correspondence, a copy of important correspondence, a copy of the treasurer's report and an agenda for the meeting. Board member time is valuable but by circulating these items members are allowed the opportunity to make an informed decision on matters that will arise in addition to reducing the time spent at meetings. Board members may request a letter to be read at the meeting if further information is required.

The meetings should be run under the standard rules of order and debate. If a quorum is not present at the start of the meeting, the meeting can still proceed provided that any decisions made by those present are ratified by a quorum of board members before being implemented.

Information for inclusion in the Monthly Membership Report should be agreed at the board meeting. Immediately after the board meeting, the MMR should be submitted electronically via the Lions Clubs International website and committee chairman should be advised of any relevant board decisions.

Minutes: Minutes of the meeting must be a true record of proceedings. They should include details of meeting location, time, attendees, apologies, details of reports, and wording of motions as they were moved, details of proposer and seconder and the voting result. Any debate which occurs on a motion should be summarised. It is useful to have motions presented to the secretary in writing so that the detail can be accurately recorded.

Clubs have become incorporated to protect the members from litigation, but this could be in vain if club board minutes are not recorded correctly. For insurance purposes, full detail of projects must be recorded in the Board minutes. It is essential that the treasurer's financial statements be attached to the minutes, with each cheque number, amount, payee and purpose recorded in the minutes.

To ensure that government requirements in relation to your club's Authority to Fundraise for Charitable Purposes are satisfied, when the treasurer's reports are presented the minutes should record the following wording:

'Treasurer's Report: moved, seconded that the Treasurer's written financial reports to/...../..... (as attached) be received and that cheques numbered to totalling \$..... drawn on the Administration Account and cheques numbered and in the amount of \$..... drawn on the Activity Account be ratified.'

Membership: The membership chairman should make contact and advise the board of the result of discussions with Lions who have been absent from four consecutive meetings without apology, or who are two months overdue in the payment of dues or other indebtedness to the club.

2.5. CORRESPONDENCE

The secretary should reply to all correspondence and forward a letter of acknowledgement stating that the matter will be referred to the board. Remember, the club will be judged to a large degree by the promptness and courtesy with which the secretary acknowledges and responds to correspondence.

When forwarding a letter to the District Governor or a District Chairman, send a copy to your Zone Chairman. Pay particular attention to and answer correspondence from District officers.

A letter of welcome should be forwarded to all new members as listed on the monthly membership report, and deceased members should be appropriately honoured by the club.

Correspondence dealing with forthcoming functions should be presented at dinner meetings to allow non-board members a chance to attend the function or activity.

Each item of correspondence should be numbered, stamped with the date received, copied to appropriate club members, recorded in the correspondence register, and then stored in the club correspondence file. Sample formats and recording sheets for correspondence can be found in Attachments 1 and 2 which may be varied to suit your own purposes.

Despite what may be written in various manuals, **do not forward any correspondence direct to Lions Clubs International.** Instead you should forward forms, applications etc to the Cabinet Secretary who will bulk post them to Lions Clubs International on the first day of every month.

2.6. CLUB RECORDS

General: It is important that accurate club records are maintained including correspondence, minutes of board meetings, decisions made at club meetings, members' service and attendance, monthly membership and monthly activity reports, membership nomination forms, transfer member forms, District return forms, applications for key awards, attendance awards, copies of club bulletins and other publications produced for or by the club.

Filing of Club Records: If possible, a filing cabinet or other means of conveniently arranging information for easy access should be used. Files should be generated for the various subjects such

as awards, club bulletin, correspondence in, correspondence out, District returns, membership, supplies etc. It is preferable to keep the filing system relatively simple, even if there is a temptation to have a separate file for everything.

Secretary's Record Book: Each club should consider having a *Club Secretary's Record Book* produced by Lions Clubs International or equivalent as a convenient way of filing commonly used club information such as attendance records, copy of earlier reports, membership records etc. Replacement covers and individual pages are available from Multiple District Club Supplies at Newcastle.

Members Attendance Records: A record of attendance should be maintained so that details of member's attendances can be verified. The attendance record sheet in the secretary's record book could be used for this purpose. As an alternative, attendance sheets may be kept by the lion tamer or treasurer as a record of apologies received, dinner fees paid, guests present etc. and then passed to the secretary at the close of each meeting.

Members Record of Service: The *Record of Club Service* form in the secretary's record book allows the recording of member's personal details, history of club service and awards. Forms are available from Newcastle for this purpose.

2.7. MONTHLY MEMBERSHIP REPORTS

The Monthly Membership Report (WMMR) is, possibly, the most important document used by our association. It serves many purposes and reaches many people who each extract the information they require.

Within the District it shows the progress or otherwise of clubs, provides the basis for the billing of club dues, and enables mailing records of *The Lion* and the *Sydney News* to be updated when a member changes address, when new members are added or when members resign or transfer.

Secretaries should note that submission of the monthly membership report does not require approval of the club's board of directors before it is carried out. It is desirable for the information of members that the report is read to both the next board meeting and the next dinner meeting of the club. Any necessary changes can always be adjusted in the following membership report.

Lions Clubs International considers that timely receipt of monthly membership reports is so important that it is one of the conditions which determine whether or not a District Governor receives the coveted 100% District Governor award. In other words, your District Governor can spend twelve months in total dedicated service to our association, but not receive due recognition for their efforts because a small handful of club secretaries did not make the effort to submit their reports on time each month.

ELECTRONIC SUBMISSION OF THE MONTHLY MEMBERSHIP REPORT

Lions Clubs International has developed an on-line system for clubs to submit reports, such as WMMR's, to the international headquarters. It has also developed an excellent and comprehensive (50 page) reference guide (updated May 2011) to membership reporting which covers

1. How to Logon or Access the Training Area
2. How to Report No Membership Activity
3. How to Add a Member
4. How to Drop a Member
5. How to Reinstate a Member
6. How to Transfer a Member (Into Your Club)
7. How to Update or Review a Member's Information
8. Club Report Functions
 - a) How to View/Print Club Statements and Pay Club Balances
 - b) How to Access and Print Club Reports
 - c) How to Access and Print the Monthly Membership Report
 - d) How to Download Membership Data
 - e) How to Print Membership Cards
 - f) Lions Club Service Activity Report
9. Club Officer Function – How to Update/Edit an Officer
10. Family Units
 - a) How to Add a Family Unit

b) How to Remove a Family Unit and Head of Household

All club secretaries should download this reference guide and keep it handy. It is an invaluable aid.

It is suggested that Club Secretaries go to the District 201N5 website at www.lionsclubssydney.org.au , CLICK on 'Club Administration' and then CLICK on 'Monthly Membership Reports'.

Reports to Lions Clubs International may only be submitted by an authorised Club Officer, usually the club secretary, president or treasurer. To log on the 'user name' is your Lions Clubs International member number and your 'password' will be advised to you by Lions Clubs International. If you either do not receive or misplace your password, the Cabinet Secretary may be able to assist you.

All MMRs are to be submitted **by the close of the month** against which you are reporting. Ideally you would complete your online MMR immediately following the first meeting of each month, thus allowing District officers an opportunity to print various reports prior to month end. Membership records may be updated regularly throughout the month but once the month closes, further adjustments will be recorded as made in the following month.

Clubs are also encouraged to report their activities to Lions Clubs International at least annually by submitting a Lions Club Activity Report via the Lions Clubs International OnLine Reporting System. The report form is in use world-wide so some sections may appear to have little relevance to the way your particular club operates. **DO NOT LET THIS DETER YOU.** Secretaries should report as best you can, so if an activity does not 'neatly' fit into one of the categories, use your judgment and record details in the most relevant section.

If you wish you may choose to report monthly or keep a manual record of the club's activities and submit one report at the end of the year. Experience dictates that monthly reporting is the preferred method as it spreads the load across the whole year and is generally more accurate as it does not rely on our 'memory' to compile the data.

2.8. NEW MEMBERS

Prospective member: When the Club has a prospective member, the secretary should liaise with the president and the prospective member's sponsor to ensure matters relating to prospective member joining the club have been addressed.

These include

- Meeting with membership committee to ensure prospective member is aware of the monetary, time and community service requirements of membership
- Submit the application to the board – and Minute the board's decision
- Arrange the induction with the president - new member kit/lapel badge/certificate/dinner badge etc
- Confirm an appointment to a club committee with the president
- Discuss a follow-up program of Lions education with membership committee

New Member Kits: The club should always carry new member kits and Lions lapel badges in stock to be ready for presentation to each new member at the induction ceremony. Orders can be placed with Multiple District Office Newcastle for both kits and badges. Ensure that the membership certificate in the kit is current, and has been neatly filled out and signed before being presented. Report all new members correctly when submitting the next monthly membership report.

Dinner Badges: There are a number of licensed suppliers for Lions dinner badges. Refer to the Multiple District Administration Manual or contact the Multiple District Executive Officer or staff in Newcastle for details.

In addition to the new member's name badge, a partner's badge or name bar should be ordered. Check with the supplier for available badge or bar types.

If you find a badge supplier that suits better than the ones listed in the manual, please discuss the matter with the Executive Officer at the Multiple District office in Newcastle - it may be possible to have that supplier licensed.

Member Categories: The Lions Clubs International constitution has included the Affiliate Membership and Associate Membership categories. It is important to understand the difference between these two classes of membership.

An **Affiliate Member** is a quality individual of the community who currently is not able to fully participate as an Active Member of a Lions club, but desires to support the club and its community service initiatives. This status may be conferred at the invitation of the club's Board of Directors. An Affiliate Member may be eligible to vote on club matters at meetings, but may not represent the club as a delegate at District, Multiple District or International conventions. He/she shall not be eligible to hold Club, District, or International office, nor District, Multiple District or International committee assignments. This is a full membership category like Active Membership.

It is different from the **At-Large** membership, which is a short term, transitional category that must be reviewed by the club's Board of Directors every six months.

Over the years, there have been many Lion members who have had to leave a club for one reason or another. Some have become too busy with business and family obligations. When a Lion resigns for whatever reason, clubs have lost friendships, abilities, time, and enthusiasm. This category of membership provides individuals with a way to make a contribution at the level and pace with which they are comfortable. Community leaders who have always supported Lions, but have not been able to participate as Active Members, can now participate at their level. Past members who dropped out because of a job change or an ill spouse can now re-commit at their own pace.

The **Affiliate Member** Category is another optional tool to assist in attracting and retaining quality individuals, and is designed to accomplish three membership goals

- To attract new members who would not consider joining Lions because of personal time commitments, or by virtue of their unique situations.
- To retain existing members who might leave because they no longer feel they are contributing at the level prescribed by the club.
- To re-enlist past Lions club members who dropped out for a variety of reasons. This category offers a way to visit former members and encourage them to participate at their preferred levels.

An Affiliate Member shall be **required to pay** local club, District, Multiple District, International dues, which may include club dues at a reasonable rate above the normal club dues paid by Active Members. In determining Affiliate Member dues, a club should cover extra expenses of newsletter mailings and phone contact.

Associate Membership is available to members holding active membership in one Lions club, but who have an interest in becoming associated with another Lions club, by virtue of maintaining a residence or employment in another community.

- The status is conferred by invitation of the Board of Directors.
- International, Multiple District and District dues are not assessed on the Associate Member, but are charged to the club in which the associate maintains active membership. The club conferring associate status may assess such club dues as it deems appropriate.
- Associate members are reported on the Monthly Membership Report, but the member is not counted in the total club membership.
- A person wishing to hold an Associate Membership with another Lions club would need to approach the second Lions club, and ask the Board of Directors to confer an invitation of membership. The Board of Directors is obligated to review this associate status annually.

As an example, a Lion residing in Sydney has a part-time residence in Gosford. This Lion could ask to become an Associate Member of the Gosford club and officially retain his/her formal membership in Sydney. The Sydney club would report the member on the Membership report as an active club member, with delegate strength counted, and International and District dues charged accordingly. The Gosford club would report the member as an Associate on the Monthly Membership report. The Associate Member would not be eligible to hold any office, but may be eligible to vote on local club matters. Convention voting rights apply only as a nominated delegate of his/her original Lions Club.

2.9. ATTENDANCE

It is the responsibility of club officers to monitor attendance of members, establish 'make-up' rules if they feel it appropriate to do so and verify that members have fulfilled any attendance requirements that the individual Club may impose. Therefore, the policy regarding the award of 'Attendance Tabs' is at the discretion of each Club. Some Clubs award them to members on the anniversary of their

induction thereby recording the number of years the Lion has been a member of the organisation. Other Clubs award them to those members who have, in the preceding year, obtained a 100% attendance at meetings or if a meeting is missed have undertaken a 'make up.'

2.10. CLUB ELECTIONS and the PU-101 FORM

Club elections are generally held annually during the month of March. A form called a **PU-101** is used to report details of newly elected club officers to the Cabinet Secretary who, in turn, will pass this information to the Multiple District office. Club secretaries must also log on to the Lions Clubs International website to update the club officers for the coming year.

All Lions communications you receive during your new executive's term of office will be based on the information provided on your club's PU-101 form. The information provided is also used to compile the **Multiple District Directory** so it is **EXTREMELY** important that it is correct and provided in a timely manner. The form should be completed **IMMEDIATELY** following your election of officers and forwarded to the Cabinet Secretary.

An up to date version of the PU-101 is emailed to all clubs usually during March each year.

2.11. TRANSFER MEMBERS

Every endeavour must be made to retain club members when they move to another area by ensuring that a club in the area is aware of their arrival and able to contact them. The transfer is initiated by the transferring member's club secretary submitting a **Transfer Member Form ME-20** available on the District website.

The form is to be forwarded to the Cabinet Secretary **at the same time as the online MMR** is completed. A copy should be given to the transferring member and a copy retained in club files. The Cabinet Secretary will forward a copy of this report to the new club or, if a club is not known, to the Cabinet Secretary of the area to which the Lion is moving.

If your club received a ME-20 from a transferring member's former club you will need to complete the section at the foot of the form and return it to your Cabinet Secretary.

When completing the process on the WMMR the club from which the member is transferring is to DROP that member with the reason 'Transferred in Good Standing.' The club into which the member is transferring can then transfer the member into their club. It is an important distinction that clubs can **ONLY** transfer members INTO their club, and then **ONLY** those members who are in good standing.

2.12. CLUB SUPPLIES

Lapel badges, awards, presentation gifts, plaques, club paraphernalia, Lion publications, forms and other items are available from the online store at Lions Clubs International or the Multiple District Office in Newcastle. The simplest way to order club supplies is to visit the Lions Australia OnLine Shop at <http://www.lionsclubsshop.com.au/> or at Lions Clubs International at <https://www2.lionsclubs.org/>.

2.13. CLUB AWARDS

When awards are due to members and depending on the award, they may be ordered from either Multiple District office in Newcastle or direct from Lions Clubs International at Oak Brook.

Following awards are available by order from the **Multiple District Office**:

Award	Conditions of award
Secretary and Treasurer Award	At the discretion of decision of club president and/or board.
President's Appreciation Award	At the discretion of decision of club president and/or board
Bulletin Editor etc	At the discretion of decision of club president and/or board
Attendance Tabs	Issued yearly - for years of service and/or perfect attendance as decided by club policy

Following awards are available by order from **Lions Clubs International**:

Key Awards Awarded to members who sponsor two or more new members, who remain members for one year and one day. Supplied by Lions Clubs International. Additional awards are available for

the sponsorship of 5/10/15/20/25/30/35/40/45/50 and up to 500 new members.

President 100% Excellence Award Form to be completed by the club secretary, signed by Zone or Region Chairman, countersigned by the District Governor and forwarded to the Cabinet Secretary.

Note that applications for certain special awards (such as the Star Award) must be made via the District Governor by forwarding the application to the Cabinet Secretary

2.14. INSURANCE

The Multiple District Insurance Broker is **JUA Underwriting Agency Pty Limited**. The Lions Insurance Program Consultant is PDG Bob Korotcoff, a member of the Insurance Committee for well over twenty years. Bob is able to assist you with all queries and claims and may be contacted: (W) 08-8298-1599; (M) 0418 831 426; (E) insurance@lionsclubs.org.au

Public Liability insurances may be downloaded from the Lions Insurance website at www.lionsinsurance.com.au

Refer to the appropriate section in the Multiple District 201 Directory for a detailed summary of Insurances for Lions.

Safety/Security Officer It is recommended that each Club appoint a Club Safety / Security Officer who should, for every project, complete the Safety Check List (available from www.lionsinsurance.com.au). The role of the Safety / Security Officer is to carry-out simple checks that ensure nobody is hurt or placed in an unsafe position whilst working on a club project or activity.

The recording of project and activity decisions in club meeting minutes and full detail of any personal injury however sustained must be kept in case of any future claim being made. Full details of compulsory and optional insurance cover as set out in the Multiple District Directory should be brought to the attention of all club members. The club president, secretary and treasurer should study this section in detail.

2.15. DISTRICT 201N5 WEBSITE – USE IT AS A RESOURCE AND REFERENCE TOOL

The District 201N5 Website may be visited at www.lionsclubssydney.org.au.

The website has two prime objectives - firstly it set out to promote and educate any person who may be visiting the site, and secondly to be available as a reference and resource tool for Lions. The site content is of too wide a coverage to endeavour to describe it all in this manual. All members should be encouraged to visit the website and familiarise themselves with the extent of the information available to them.

The Club Secretary is particularly drawn to the pages on Club Administration, Monthly Membership Reporting, Helpful Links and Conventions. The Coming Events page is for the use of all clubs to promote their events and projects

If you wish to contact the Webmaster send an email to webmaster@lionsclubssydney.org.au

2.16 MAKE-UP RULES

The policy regarding the award of "Attendance Tabs" is left to each Club to determine. Some Clubs award them to members on the anniversary of their induction thereby recording the number of years the Lion has been a member of the Organisation

On the other hand, some Clubs award "Attendance Tabs" to those members who have, in the preceding year, obtained a 100% attendance at meetings or if a meeting is missed have undertaken a "Make up"

Listed below are a suggested set of "Make-up" rules that maybe used, however it is left to each Club to determine a set of 'Make-up' rules that suit their particular needs.

A reminder that attendance award records and the supply of award tabs is the responsibility of the Club Secretary

SAMPLE MAKE-UP RULES

- Absence from a regular Lions Club meeting may be made up within the time limit of thirteen days prior and thirteen days following the regular scheduled club meeting, by attendance at any of the following :-

- A regular or special meeting of another Lions Club,
 - A duly constituted committee meeting of the member's home club,
 - Any meeting, service activity or fundraising project sponsored by the member's club,
 - Any Zone, District Governors Advisory or Region meeting,
 - Any International, Multiple or District Convention, or any other recognised Lions meeting,
 - A visit to the Oak Brook office of Lions Clubs International, or any District or Multiple District office, outside the country of which the visiting Lion is a member.
- A member who is forced to miss meetings due to illness shall be granted attendance credit, upon the presentation of acceptable evidence.
 - A Lion who is forced to miss meetings as a result of military service, jury duty, elected government position, or other statutory requirement shall be given credit for the meetings missed.
 - A Lion who is assigned or finds it necessary to perform occupational duties for an extended period in a place from which he or she cannot readily attend a Lions meeting, may be granted credit for meetings missed.
 - Each member is allowed make-up credit for two meetings per year for annual holidays.
 - A member who is forced to miss meetings by reason of pregnancy or childbirth shall be granted attendance credit for a period of time, as mutually agreed upon by the board of directors and the member.

2.17 RECOGNITION OF PAST SERVICE RECORD

Some time ago Lions Clubs International introduced a number of measures to recognise a member's previous service record, either with Lions Clubs International or with like-minded organisations.

Reinstated Lions Service Program: This policy allows Lions who have had previous breaks in Lion membership to claim their time served *in good standing* and apply it to their current Lions membership record. This policy does not apply to former members who were dropped for *non-payment of dues*.

To formally request reinstated Lions Service Credit, a Lion must complete the Reinstated Lions Service Credit Program form, indicating all time segments served *in good standing*. This information will be matched against records at International Headquarters, and adjustments to the total years served will be made. Lions unable to provide specific service dates should give their best estimates.

Each Lion requesting Reinstated Service Credit is asked to complete the form and submit it to the Club President and Secretary for signatures. The Club Secretary then attaches the completed forms to a Monthly Membership Report. Former Lions may rejoin a Lions club and then utilise this form to record prior segments on their renewed record. Former Lions on rejoining the Organisation will be required to pay an entrance fee.

Lioness Conversion: All former and current Lioness members will receive credit for their years of service when they become Lions. To honour their past service, a special Lions pin carrying the Lioness logo will be presented.

The completed Lioness Historical Record Conversion Form will be used by Lions Clubs International to adjust its records. The conversion form should be completed by former Lioness members who are currently Lions, current Lioness members upon joining existing Lions clubs, and members of Lioness clubs converting their club to a Lions club or creating a new Lions club.

These individual forms should be attached to the club's Monthly Membership Report, to an existing club roster or to a charter application form. Applicable Lions Clubs International entrance fees, charter fees, and dues will be charged.

Leo Years of Service Transfer Program: Lions Clubs International allows Lions who are former Leos to include their years of active service in their Lions membership history. This can be done by following instructions and completing the *Leo Years Of Service Transfer Program* form and submitting it with the club Monthly Membership Report.

2.18 YOUR CLUB CAN WIN A TROPHY

Each year, the District Governor proudly awards trophies to Clubs for meritorious achievement.

The current District Awards that Lions Clubs can strive for are:

- **The Lloyd Morgan Trophy for Public Relations** –submit your PR file (press clippings etc) to the District PR Chairman.
- **The Allan Waters Memorial Trophy for Tail twisting**—the District Governor has the difficult job of finding the best Tail twister—he may use his official visits, or there may be a competition. Whatever methods are used, Tail twisters should have their skills finely honed at all times.
- **The Ted Tricker Memorial Trophy for Lions Club Bulletin**– the overall winner receives the Ted Tricker Shield. Bulletins must be submitted regularly to the District Governor; the District Editor; Region and Zone Chairmen. The Bulletin must contain local news and Club information (including informative reports from the Club executive and committee chairpersons); a program of events; District, Multiple District and Lions Clubs International news; social information; humour. Quality of production and regularity of publication are also important.

Special mention Certificates are awarded to Clubs judged to have a) Best Local news and Club Information; b) best Local, national and International information; c) Best production; and d) Most Improved. The Shield winning Bulletin must have a combination of the first three of the certificate requirements.

- **The Reg Prudames Trophy for Community Service**—this award recognises a “hands on” community project within the local community. The project may be a one-off, or an ongoing one. Not a fundraising project. Man hours or cost are unimportant factors. Rather, greater recognition will be given to projects which are different from the usual run of the mill projects. Submissions, with text and photographs, videos or whatever, to the Cabinet Secretary no later than the beginning of June.
- **The David Bull Memorial Trophy for the Club Secretary** judged by the District Governor (with help from the Cabinet Secretary and assistant Cabinet Secretary) to be the top Club Secretary—an efficient person, that one!
- **The Diane Sherrington Trophy for the Overall Winner of the District 201N5 Club Competition** - The winner of the Diane Sherrington Trophy shall be the overall winner of the District 201N5 Club Competition conducted in accordance with the rules adopted by the Multiple District Cabinet Secretaries and as may be varied from time to time by the Cabinet and administered by the Assistant Cabinet Secretary.
- **The Bessie Hammond Memorial Trophy for the Quiet Achiever**, chosen by the District Governor, is awarded to any Lady in Lionism—(Lion; Lioness; Leo; or Lions Lady) - who participates in all Club and District projects in which her skills and/or abilities are an asset. The winner will be a lady who is an organiser who seeks no public recognition. Clubs are invited to nominate on an official nomination form.

Lioness Clubs can compete for the following awards:

- **The Edith Lalchere Memorial Trophy for Tailtwisting:** the District Lioness Chairperson will assist the District Governor in selecting the best Tail-twister from Lioness Clubs.
- **The Reg Keen Memorial Trophy for Lioness Club Bulletin**—remember to send your Bulletin to the District Governor; Lioness Chairperson; the Region and Zone Chairmen.

There are also some **sporting trophies**, but the competition for these has fallen away in recent years. Clubs may be interested to nominate to resurrect the District Golf or Bowls Competition. Contact the Cabinet Secretary.

SECTION 3 DISTRICT, MULTIPLE DISTRICT & INTERNATIONAL ADMINISTRATION

3.1 DISTRICT GOVERNOR'S OFFICIAL CLUB VISIT

The District Governor and Partner may visit each Club at least once during the year. On that occasion they will be guests of the club, and NO other guest speaker is to be arranged. It is more likely that the club will be asked to move a regular meeting to a suitable date to allow members to attend a Combined Club Zone Visit / Function.

In past years it was customary for the District Governor and those Cabinet Officers present to meet with the Board of Directors for a short time prior to the normal club fellowship time. During this board meeting, the club records were made available for inspection. Records such as Secretary's Record Book, Board meeting minute book, Club membership records, Treasurer's cash book and receipt book, and current account balances.

With the introduction of Combined Club Zone Visits, favoured by Lions Clubs International, the District Governor generally requests the Zone or Region Chairman to visit the club and complete a formal questionnaire for return to the District Governor by 30 September. The completion of the questionnaire serves as a timely reminder in relation to various issues critical to the satisfactory functioning and administration of the club.

During the official visit to the club or zone the Governor may be accompanied by the Cabinet Secretary and/or one or more District Officers, one of whom may be asked to officially introduce the District Governor. After an address at the dinner meeting, the District Governor would be available to answer questions from members. He/she will present a personal bannerette, and the club/s is/are therefore asked to have a club bannerette available for exchange.

3.2 DISTRICT CONVENTION

Convention Notices of Motion and Nominations: Notices of Motion of a project nature containing organisational and financial details must be received by the Cabinet Secretary at least ninety days prior to the opening day of the District convention. Notices of motion other than for projects, as well as various nominations (e.g. District Governor, vice District Governor, Foundation Directors) are required sixty days prior to the convention opening day.

A copy of all motions to be placed before Convention will be received by clubs at least thirty days (or forty-five days in the case of motions to establish a District project) prior to opening day of the District Convention. These motions should be brought to the attention of the club board of directors, so that club delegates may receive direction on how to vote.

Call for Delegates and Alternates: The Cabinet Secretary will call for delegates and alternates during the month preceding the convention in accordance with the rules listed in the constitution. For a November convention, the number of delegates and alternates would be based on the club membership in the records of the International office as at 1st October.

Remembrance Ceremony: At the same time as the call for delegates and alternates are requested, the Cabinet Secretary will request details of Lions, Leos, Lionesses and partners who have passed away since the last District convention.

3.3 MULTIPLE DISTRICT CONVENTION

The same rules generally apply for Multiple District Convention Notices of Motion and delegate entitlements as for a District Convention. The main difference is that Notices of Motion of a project nature close on 31 December, regardless of the Convention date. Note that clubs must be financial for eligible delegates to vote at a District or Multiple District Convention.

SECTION 4 PROTOCOL, FORMS and REPORTS

4.1 CLUB MEETING AGENDA (suggested format only)

It should be noted that the somewhat formal meeting agenda set out below is one that has been used by traditional Lions Clubs over many years. It is quite acceptable to vary the format to maintain a meeting atmosphere acceptable to the club membership as a whole provided decorum is maintained and a spirit of fun and fellowship is encouraged.

MEETING AGENDA (Sample Only)

Lions Club of	Date
Call to order	Lion president Time.....
Invocation	by Lion
Toast to Queen and Australia	by Lion Advance Australia Fair (optional)
Welcome guests & visitors	by Lion
Lions clubs objects	by Lion
Apologies	by Lion
Presidents report	Lion president
Secretary report	Lion secretary..... announcements/ correspondence/ announcement of board decisions
Treasurer report	Lion treasurer.....
Vice president reports
Committee chairmen reports
Lions information and education	<i>Five Minute Talk</i> - by Lion
FIVE MINUTE BREAK	
Lions Clubs Objects	by Lion
Guest Speaker	Introduced by Lion.....Time allotted min Question Time
Vote Of Thanks	by Lion Guest Speaker Certificate Of Appreciation
General Business
Tail Twister	Tail twister Fines against Twister
Raffle	Drawn by Lion
Reminders:	Forthcoming Events Next Dinner Meeting Time Place Next Board Meeting Time Place

Thank members and guests for their attendance.

Declare Meeting closed pm.

4.3 PROTOCOL of LIONS CLUBS INTERNATIONAL

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

A. Order of Precedence Lions shall be recognised in the following order :

- | | |
|---|---|
| 1. International President | |
| 2. Immediate Past International President | 17. Past District Governors (c) |
| 3. International Vice Presidents, according to rank (a) | 18. Multiple District Secretaries |
| 4. International Directors (a) | 19. Multiple District Treasurers |
| 5. Board Appointees (d) | 20. District Secretaries (a) |
| 6. Past International Presidents (b) | 21. District Treasurers (a) |
| 7. Past International Directors (c) | 22. Region Chairmen (a) |
| 8. Chairmen, Council of Governors (a) | 23. Zone Chairmen (a) |
| 9. District Governors (a) | 24. District Chairmen (a) |
| 10. Association Executive Administrator | 25. Club Presidents (a) |
| 11. Association Secretary | 26. Immediate Past Club Presidents (a) |
| 12. Association Treasurer | 27. Club Secretaries (a) |
| 13. Immediate Past Council Chairman | 28. Club Treasurers (a) |
| 14. Past Council Chairmen (c) | 29. Past Club Presidents (c) |
| 15. Immediate Past District Governor (a) | 30. Multiple District Secretaries (staff) (a) |
| 16. Elected Vice District Governors (a) | 31. Multiple District Treasurers (staff) (a) |

Explanation of notes used above:

- (a) When more than one is present, they shall be recognised according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name: if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.
- (d) Appointees by the International President to committees of the International Board of Directors and the Lions Clubs International Executive Committee shall be introduced and otherwise recognised before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

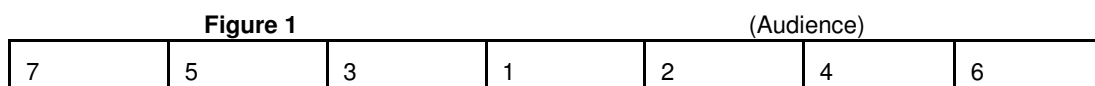
General Comments:

When a Lion holds more than one title, he or she shall be recognised for the highest one. In areas that have positions in addition to those listed above, they should be recognised in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognised as a group. In introducing speakers, their status as Fellows should be mentioned.

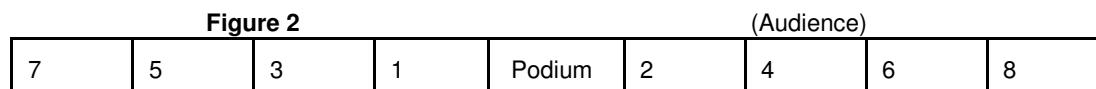
B. Head Table Seating

The presiding officer or meeting chairman must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (**figure 1**).

The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairman or presiding officer (who would normally be the Club President, District Governor, Council Chairman or International President).



As shown in **figure 2**, seating at a head table with a podium is essentially the same, except the meeting chairman or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.



When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

C. Chairman or Master of Ceremonies

At some functions the Chairman or Master of Ceremonies may be someone other than the President. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g., he/she is a Past International Director at a District function), then that precedence should rule.

D. Multi-Head Tables

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

E. Head Table Introductions

Introduction of the head table should begin with the meeting chairman or presiding officer, and then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane"). The Australian tendency is to avoid lengthy introductions whenever possible, however senior Lions should be recognised for their contribution to Lionism. Protocol may be set by the function Chairman, after which time speakers should use a simple introduction - Chairman , President Lions and Guests

F. National Anthems

When official representatives of the International Board of Directors (whether currently serving on the board or not) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

4.4 DISTRICT FUNCTION - ORDER OF PRECEDENCE :

1. District Governor.
2. International Officers in Protocol Order.
3. Immediate Past District Governor /s.
4. Elected Vice District Governor /s.
5. Past District Governor /s.
6. Cabinet Secretary and Cabinet Treasurer.
7. Region Chairmen.
8. Zone Chairmen.
9. District Chairmen.

At any District Lions function, the District Governor shall be responsible for determining the presiding officer in charge and the protocol to be followed, in accordance with established International protocol incorporated with local customs.

At any Multiple District Lions function, the Council of Governors shall determine the presiding officer in charge and the protocol to be followed, in accordance with established International protocol incorporated with local customs.

A copy of all such protocol so established by the District Governor and/or the Council of Governors shall be filed with Lions Clubs International.

Seating at the head table should be in accordance with established protocol of Lions Clubs International and local custom. However, the guest speaker for any function should always be seated to the immediate right of the chairman of the meeting. If a podium is used, the presiding officer should

be seated to the immediate left of the podium, and the guest speaker to the immediate right of the podium.

4.5 CLUB FUNCTION - ORDER OF PRECEDENCE:

1. Club President.
2. Present or Past International Officers, International Directors or District Governors.
3. International Representatives
4. Immediate Past Club President
5. Club Vice-Presidents (according to rank)
6. Club Secretary
7. Club Treasurer
8. Club Directors
9. Tail Twister
10. Lion Tamer
11. Past Club Presidents.

NON- LION VISITOR or GUEST PROTOCOL

According to their rank, introductions to prominent visitors and guests should be made high on the order of Protocol.

VIPs should be recognised immediately after the International Officers present, i.e. The District Governor; International Director; Ministers of the Crown - State then Federal take precedence over back bench Members of Parliament, but they all rank behind the Local Mayor or Shire Chairman.

The Governor-General or Governor of the State shall take precedence over all other persons present.