

**LIONS DISTRICT 201 N5
POLICY MINUTES**

***As from 12 November 2016 District Convention when the name was changed to Policy Minutes
(Amended 12 March 2017 and 6 August 2017 and 3 June 2018)***

**POLICY MINUTE 1
Cabinet Meetings**

1.1 Attendance By Non-Members:

The attendance of non-Members of the Cabinet shall be at the discretion of the District Governor.

1.2 Confidentiality:

The District Governor or the Cabinet may direct that any particular matter discussed by the Cabinet shall be confidential.

**POLICY MINUTE 2
District Finances**

2.1 Bank Accounts:

The Bank Accounts of the District shall be conducted at such branch and Bank as shall be approved by the District Governor.

2.2 Cabinet Treasurer's Accounting:

(a) The District shall provide a suitable computer and printer for the Cabinet Treasurer. The Cabinet Treasurer's computer is to have the latest version of 'Quickbooks' software and be kept up to date with revisions as they become available.

(b) The Cabinet Treasurer shall maintain the District accounts on the Cabinet Treasurer's computer.

(c) The list of accounts, sub-accounts and the like is to substantially follow the format established for the 2012-13 financial year.

(d) The Cabinet Treasurer must be conversant with the use of 'Quickbooks' software. If training in the use of the software is required for the Cabinet Treasurer designate the cost of such training shall be paid from the District Administration Account.

(e) Back-up copies of all annual accounts are to be maintained and kept on the Cabinet Treasurer's computer and in a password protected secure folder on the District Website server.

(f) A copy of all the annual audited accounts is also to be kept on the Cabinet Treasurer's computer and in a password protected secure folder on the District Website server.

2.3 Finance Committee

A Finance Committee comprising the District Governor, Cabinet Secretary and Cabinet Treasurer may approve by simple majority any payments over \$500 (other than Donations/Disbursements of Activities Funds) that are not covered by these Policy Minutes.

2.4 Ratification Of Payments:

The Cabinet Treasurer shall submit to each Cabinet Meeting a complete schedule of all income and expenditure covering the period from the last report to a convenient date shortly before the cut off date for submission of Cabinet reports for such Cabinet Meeting. Such schedule will list all cheques drawn by cheque number, payee, purpose and amount for ratification by the Cabinet.

2.5 Appointment Of Auditor:

The District Auditor to be appointed pursuant to Clause 7 Section 6 of the District Constitution shall be appointed at the first Cabinet Meeting each year.

2.6 Availability Of Audited Accounts:

A copy of the audited accounts will be placed on the District website.

2.7 District Dues

District dues payable pursuant to Clause 7 Section 1 of the District Constitution are determined by a Convention. As at 1 July 2016 (*Amended 12 March 2017*) such dues are \$25.00 per Member per annum.

2.8 District Convention Funds:

(a) The District will maintain two separate funds to be known as the District Convention Administration Fund and the District Convention Hospitality Fund.

(b) Until otherwise determined by the Cabinet, pursuant to Clause 7 Section 4 of the District Constitution, \$1.50 per Member per annum shall be paid into the District Convention Administration Fund out of the fee referred to in Clause 7 Section 1 of the District Constitution.

(c) Any surplus of Hospitality Fees collected by the Convention Organising Committee paid to the District pursuant to Clause 9 Section 3 of the District Constitution shall be paid into the District Convention Hospitality Fund for disposal pursuant to Clause 9 Section 3 of the District Constitution.

(d) The District Convention Administration Fund shall be used exclusively to defray costs and expenses of the District Convention except those relating exclusively to Hospitality purposes.

2.9 District Bulletin Fund:

(a) Until otherwise determined by the Cabinet, pursuant to Clause 7 Section 5 of the District Constitution, \$1.50 Member per annum shall be paid into the District Bulletin Fund out of the fee referred to in Clause 7 Section 1 of the District Constitution.

(b) Advertising fees generated by the District Bulletin will be credited to the District Bulletin Fund.

2.10 New Club Regalia Fund:

Until otherwise determined by the Cabinet, pursuant to Clause 7 Section 5 of the District Constitution, \$0-50c per Member per annum shall be paid into the New Club Regalia Fund out of the fee referred to in Clause 7 Section 1 of the District Constitution.

2.11 Training Fund

(a) The District shall maintain within the Administration Account a separate fund to be known as the Training Fund.

(b) The purpose of this Fund is to ensure that monies are available for the conduct of the following District training sessions

(i) one Members forum

(ii) one incoming Club Officers training day

(iii) one incoming District Officers training weekend

(c) An amount of up to \$100 per Lion attending may be approved by the District Governor and the District Governor Elect towards the cost of the District Officers training weekend.

(d) Until otherwise determined by the Cabinet pursuant to Clause 7 Section 5 of the District Constitution, \$5.00 per Member per annum shall be paid into the Training Fund out of the fee referred to in Clause 7 Section 1 of the District Constitution.

2.12 District Equipment Funds:

(a) The District will maintain two Funds styled 'Equipment Fund', one within the Administration Account and the other within the Activities Account.

(b) The purpose of these Funds is to ensure that monies are accumulated to provide for additional and replacement equipment required for District use from time to time.

(c) When additional or replacement equipment is purchased for District use the Cabinet will determine the Fund or Funds from which payment shall be made and, if from more than one Fund, the proportions to be paid from each.

(d) These Funds are to be financed as follows:

Administration Fund

(i) The amount approved by Cabinet each year within the District Budget under the category "Equipment Replacement Provision" shall be transferred as soon as practicable after the commencement of the Lions Year to the Equipment Fund.

(ii) Such other amounts as are determined by the Cabinet shall be transferred to the Equipment Fund.

Activities Fund

Such amounts as are determined by the Cabinet shall be transferred to the Equipment Fund from time to time. The Cabinet shall in any such determination indicate to which of the Activities Accounts such transfer is to be charged.

2.13 District Development Fund

(a) The District shall maintain within the Administration Account a separate fund to be known as the District Development Fund.

(b) The purpose of this fund is to ensure that monies are available to reimburse the incidental costs of Members involved in the formation of new Clubs and the general development of the District.

(c) Such amounts as may be determined by the Cabinet shall be transferred to the District Development Fund from time to time.

(b) If the District Governor Elect proposes that a District Governor's bannerette is to be manufactured for his/her year in office, the District Governor Elect should obtain three (3) quotes and shall be authorised to spend an amount not exceeding \$2500.00 (GST inclusive) for such bannerettes.

2.15 Handover of District Monies:

The balance of District Funds required to be handed to the incoming District Governor pursuant to Clause 7 Section 7 of the District Constitution will be handed over by 28th July.

2.16 Financial Reports to District Convention

Audited Financial Reports for the previous financial year shall be submitted to each District Convention.

**POLICY MINUTE 3
District Changeover**

3.1 District Changeover Dinner:

- (a) The outgoing District Governor shall appoint the Host Club for the function which shall be underwritten by District.
- (b) The outgoing District Governor and the District Governor Elect shall decide on the date for the Changeover Dinner.
- (c) The outgoing District Governor shall have the sole responsibility for the approval of the Venue, Budget and any subsequent amendments, Programme, Official Guest List, and other details for the function.
- (d) The cost of attendance of the outgoing District Governor, the District Governor, the outgoing Cabinet Secretary, the outgoing Cabinet Treasurer and their Partners at the District Changeover Dinner shall be paid from the District Administration Fund.

3.2 Gift To The Outgoing District Governor:

The outgoing Cabinet Secretary shall be empowered to purchase a suitable gift for the outgoing District Governor at a cost (including any plaque) not exceeding \$500.00 such gift to be presented at the District Changeover Dinner. Such cost shall be paid from the Administration Account.

3.3 Past District Governor's Lapel Button:

The Cabinet Secretary shall purchase from the Administration Account a jewelled PDG Lapel Button, described in the LCI supplies catalogue as type B1 4 PDGJ, for the outgoing District Governor.

3.4 Profit/Loss:

Any profit from the District Changeover Dinner will be paid to the Administration Account. Any loss will be met from the Administration Account.

**POLICY MINUTE 4
Multiple District Council Meetings**

4.1 District Governor's Expenses:

The District Governor's accommodation expenses for attendance at Multiple District Council Meetings shall be reimbursed from District Administration Funds in accordance with the Rules of Audit less the amount which the District Governor is entitled to receive for such accommodation expenses in accordance with Lions Clubs International Rules of Audit.

4.2 District Governor Elect's Expenses:

- (a) The District Governor Elect shall attend the Multiple District Council Meeting in January and shall be reimbursed from District Administration Funds for up to three (3) nights' accommodation and meals in accordance with the Rules of Audit and in cases where such meetings are held outside the County of Cumberland, the District Governor Elect's travel expenses shall also be reimbursed from District Administration Funds in accordance with the Rules of Audit.
- (b) The District Governor Elect shall also attend the Multiple District Council Meeting immediately preceding the Multiple District Convention and shall be reimbursed from District Administration Funds for up to three (3) nights' accommodation and meals in accordance with the Rules of Audit. No other reimbursement shall be made to the District Governor Elect for attendance at Multiple District Council Meetings.
- (c) The District Governor Elect shall also attend the Shadow Council Meeting held at the conclusion of the Multiple District Convention and shall be reimbursed from District Administration Funds for one night accommodation and meals in accordance with the Rules of Audit.

4.3 Second Vice District Governor's Training Expenses:

- (a) When training for Second Vice District Governors is provided at the Multiple District Council Meeting in January, the Second Vice District Governor shall be reimbursed from District Administration Funds for up to three (3) nights' accommodation and meals in accordance with the Rules of Audit and in cases where such meetings are held outside the County of Cumberland, the Second Vice District Governor's travel expenses shall also be reimbursed from District Administration Funds in accordance with the Rules of Audit.

(b) When training for Second Vice District Governors is provided at the Multiple District Council Meeting immediately preceding the Multiple District Convention, the Second Vice District Governor shall be reimbursed from District Administration Funds for up to three (3) nights' accommodation and meals in accordance with the Rules of Audit and in cases where such meeting is held outside the County of Cumberland, the Second Vice District Governor's travel expenses shall also be reimbursed from District Administration Funds in accordance with the Rules of Audit. No other reimbursement shall be made to the 2nd Vice District Governor for attendance at Multiple District Council Meetings.

POLICY MINUTE 5

Reimbursement To District Officers

5.1 Reimbursement Of Expenses:

District Officers and District Officers Designate shall be reimbursed for such expenditure incurred in the performance of their duties as shall be approved by the District Governor. Any such reimbursement which relates to expenditure of a project or activity nature shall be made from the District Activities Funds.

5.2 Cabinet Secretary/Cabinet Secretary Designate:

Provisions for reimbursement of expenses of the Cabinet Secretary and the Cabinet Secretary Designate in respect of the Multiple District Convention are provided in Policy Minutes 7.2 and 7.3. The Cabinet Secretary Designate's accommodation expenses for attending the Cabinet Secretary Designates training usually held at the time of the Multiple District Council Meeting in January shall be reimbursed from District Administration Funds in accordance with the Rules of Audit and where such training is held outside the County of Cumberland the Cabinet Secretary Designate's travel expenses shall also be reimbursed from the District Administration Funds in accordance with the Rules of Audit.

5.3 Youth Of The Year Quest:

The cost of attending the State Final dinner of the District Governor and the District Youth of the Year Chair and their partners will be reimbursed by the District. When the State Final of the Quest is held outside the District, the District Governor and the District Youth of the Year Chair and their partners will also be reimbursed the cost of travel and accommodation for one (2) nights in accordance with the Rules of Audit. If the District Winner is also the State Winner and the District Youth of the Year Chair elects to attend the National Final Judging the District Chair will also be reimbursed for two (2) nights accommodation and meals in accordance with the Rules of Audit. Any amounts payable pursuant to this By-Law will be paid from the District Youth of the Year Account.

5.4 Representatives Of District:

Where a District Officer is appointed by the District Governor or the Cabinet to represent the District at a Seminar, Conference or other function and such District Officer incurs travel and/or accommodation expenses, such District Officer will be reimbursed such sum as shall be determined by the District Governor, not exceeding the amount which would have been payable had the Rules of Audit relating to travel and/or accommodation applied.

POLICY MINUTE 6

District Convention

6.1 Fundraising:

Clubs are not permitted to promote their own Fundraising activities at a District Convention without the approval of the District Governor.

6.2 Recording Of Proceedings:

The Organising Committee shall liaise with the Cabinet Secretary in respect of recording procedures and requirements.

6.3 Complimentary Hospitality:

The only complimentary hospitality to be supplied to Lions within the District shall be to the District Governor, the First Vice District Governor and Second Vice District Governor, the Cabinet Secretary and the Cabinet Treasurer for themselves and their Partners.

6.4 Official Guests:

Any Official Guests to be invited to the Convention functions shall be determined by the District Governor and any costs incurred in relation to Official Guests shall be paid out of the District Convention Administration Fund.

6.5 First Vice District Governor's Breakfast:

Unless otherwise determined by the District Governor a First Vice District Governor's Breakfast will be held at each District Convention.

6.6 Accommodation:

(a) No accommodation expenses will be paid from District Funds in respect of the attendance of any District Officer at a District Convention with the exception of the District Governor who shall be reimbursed from District Administration funds up to the two (2) nights accommodation in accordance with the Rules of Audit less the amount the District Governor is entitled to receive for such accommodation expenses in accordance with Lions Clubs International Rules of Audit and of the Cabinet Secretary, the Cabinet Treasurer and the Constitution and Policy Minutes Chair, who shall be reimbursed from District Administration Funds for up to two (2) nights accommodation in accordance with the Rules of Audit.

(b) Where the District Convention is held on Norfolk Island any contribution from District Administration Funds to the Cabinet Secretary, the Cabinet Treasurer and the Constitution and Policy Minutes Chair will be at the discretion of the District Governor and the reimbursement to the District Governor shall be determined by the Cabinet.

6.7 Accounting And Budgeting:

(a) The Convention Organising Committee will maintain two (2) separate funds to be known as the Hospitality Fund and the Administration Fund.

(b) Hospitality fees and donations specifically designated for Hospitality purposes collected pursuant to Clause 9 Section 2 of the District Constitution shall be paid to the Hospitality Fund and shall be expended in the manner provided in Clause 9 Section 2 of the District Constitution. Any surplus shall be paid to the District Convention Hospitality Fund.

(c) All other income shall be paid to the Administration Fund and shall be used exclusively to defray costs and expenses except those relating exclusively to Hospitality purposes. Any surplus will be paid to the District Convention Administration Fund.

(d) The Cabinet may make advances of money to the Convention Organising Committee for expenses relating to matters incidental to the running of the Convention.

(e) The Host Club for a Convention shall submit an Administration Budget and a Hospitality Budget to the Changeover Cabinet Meeting first following the selection of such Host Club. The Host Club should endeavour to keep any cost of the venue for business sessions to a minimum.

(g) At the sole discretion of the District Governor, and if requested by the Host Club a financial advance from District funds shall be paid to the Host Club to cover the cost of any advance reservation fee or the like.

POLICY MINUTE 7 Multiple District Convention

7.1 District Governor's Expenses:

The District Governor's accommodation expenses for attendance at the Multiple District Convention shall be reimbursed from District Administration Funds in accordance with the Rules of Audit less the amount the District Governor is entitled to receive for such accommodation expenses in accordance with Lions Clubs International Rules of Audit. Where the District Governor's Partner accompanies the District Governor to the Multiple District Convention, the District Governor shall also be reimbursed from District Administration Funds in accordance with the Rules of Audit the cost of the Partner's return air travel (if any).

7.2 Cabinet Secretary's Expenses:

The Cabinet Secretary shall be reimbursed from District Administration Funds in accordance with the Rules of Audit for the cost of travel and accommodation and meals for the duration of the Multiple District Convention. If the Cabinet Secretary is unable to attend the Multiple District Convention or is for any reason unable to perform the duties of the Cabinet Secretary at the Multiple District Convention such expenses shall not be paid to the Cabinet Secretary, but shall be paid to the Lion who is designated by the District Governor to perform the duties of the Cabinet Secretary at the Convention.

7.3 Cabinet Secretary Designate's Expenses

The Cabinet Secretary Designate shall be reimbursed from District Administration funds in accordance with the Rules of Audit for the cost of travel and two (2) nights accommodation for the Multiple District Convention. If the Cabinet Secretary Designate is unable to attend the Multiple District Convention or is for any reason unable to perform the duties of the Cabinet Secretary Designate such expenses shall not be paid to the Cabinet Secretary Designate.

7.4 Hospitality:

The cost of supplying hospitality for the District Governor, the District Governor Elect, the Cabinet Secretary, the Cabinet Treasurer and their Partners only shall be limited to the two recognised official functions, namely 'The Informal Reception' and 'The Convention Ball', along with two tickets for the Cabinet Secretary and the District Governor to attend the Past/Present Cabinet Secretaries Luncheon and paid from District Administration Funds.

7.5 District Governor Elect's Expenses:

The District Governor Elect shall be reimbursed from District Administration Funds in accordance with the Rules of Audit for the cost of travel and accommodation for the duration of the Multiple District Convention. Where the District Governor Elect's Partner accompanies the District Governor Elect to the Multiple District Convention, the District Governor Elect shall also be reimbursed from District Administration Funds in accordance with the Rules of Audit the cost of the Partner's return air travel (if any). No other reimbursement shall be made to the District Governor Elect for attendance at the Multiple District Convention.

POLICY MINUTE 8 Norfolk Island

8.1 Training:

An amount of \$750 shall be budgeted each year in the Administration Account as a contribution to the expenses of a Lion from Norfolk Island attending either the Members forum or the Incoming Club Officers training day. The expenditure of such amount shall be at the discretion of the District Governor. It is expected that the Lion who attends such training will on return to Norfolk Island hold an information session to pass on Information from such training to Norfolk Island Lions.

8.2 District Governor's Official Visit: *(Amended 12 March 2017)*

The District Governor shall be reimbursed from District Administration funds in accordance with the Rules of Audit up to seven (7) nights accommodation and the airfare less the amount the District Governor is entitled to receive for such accommodation and airfares in accordance with Lions Clubs International Rules of Audit. The District Governor is encouraged to arrange a package deal. If the District Governor's partner accompanies the District Governor, the cost of the partner's airfare will be reimbursed from District Administration funds in accordance with the Rules of Audit. If the Cabinet Secretary accompanies the District Governor, the Cabinet Secretary shall (subject to the approval of the District Governor) be reimbursed from District Administration funds in accordance with the Rules of Audit up to seven (7) nights accommodation and the airfare, the Cabinet Secretary is encouraged to arrange a package deal. No airfare will be paid for the Cabinet Secretary's partner, but the Cabinet Secretary's partner shall be entitled to utilise the Cabinet Secretary's accommodation. If the District Governor and the Cabinet Secretary arrange a package deal the accommodation content of their respective partners may be added to the accommodation content of their respective package deals in determining the reimbursement entitlement (maximum amount to be reimbursed limited by the Rules of Audit).

POLICY MINUTE 9 Training

9.1 Members Forum

A Members Information Forum shall be conducted in March each year. Such Forum will be arranged by the Global Action Committee in conjunction with the District Governor.

9.2 Incoming Club Officers Training

An Incoming Club Officers training day shall be conducted in May or June each year. Such training will be arranged by the Global Action Committee in conjunction with the District Governor and the District Governor Elect.

9.3 Incoming District Officers Training Weekend

An Incoming District Officers training weekend shall be conducted in June each year. Such training will be arranged by the Global Action Committee in conjunction with the District Governor and the District Governor Elect.

9.4 Other Training

An information night for Members shall be conducted by each Region in October or November each year. Such information nights will be arranged by the Global Action Committee in conjunction with the District Governor and the Region Chairs and the Zone Chairs. New Members especially shall be encouraged to attend.

POLICY MINUTE 10
Lions Youth Of The Year Quest

10.1 Finals and Finances

- (a) The District Governor shall appoint the Host Club for the District Final which shall be underwritten by District.
- (b) The District Governor shall approve the Venue, Budget and any subsequent amendments, Programme and Official Guest List for the District Final.
- (c) The cost of Judges and their Partners and Official Guests, at the District Final, will be paid by the District.
- (d) The cost of Contestants and any other Club Guests will be borne by the respective Sponsoring Clubs for Zone (Group) and Region (Area) Finals. Such costs may be paid from the Sponsoring Club's Activities Account. The cost of contestants participating in the District Final will be paid by the District.
- (e) The cost of the District Governor, Cabinet Secretary and District Youth of the Year Chair (or alternates approved by the District Governor) and their partners, for attending the District Final, will be paid by the District.
- (f) The District shall contribute a maximum of \$100.00 per Zone (Group) Final for the cost of prizes and presentations to Judges. The Host Club shall be at liberty to contribute additional funds for prizes if approved by the District Chair.
- (g) The District shall contribute a maximum of \$300.00, per Region (Area) Final for the cost of prizes. The Host Club shall be at liberty to contribute additional funds for prizes and presentations to Judges if approved by the District Chair.
- (h) The District shall contribute a maximum of \$500.00, for the District Final for the costs of prizes and presentations to Judges.
- (i) Any profit from the District Final will be paid to the District. Any loss will be met by the District.
- (j) Where the State Final of the Quest is held outside the District and travel and/or accommodation is required to be paid for the Contestant, such travel and/or accommodation in accordance with the Rules of Audit will be paid by the District, together with accommodation for the Contestant's parents if approved by the District Governor.
- (k) Any amounts received or payable pursuant to this Policy Minute shall be deposited to or paid from the District Youth of the Year Account.

POLICY MINUTE 11
Peace Poster Contest

11.1 Prizes

An amount of up to two hundred dollars (\$200.00), or such other amount as the Cabinet may from time to time determine, shall be allocated from the Activities Account to purchase suitable prizes for the District Winner and District Runner-up of the annual Lions Clubs International Peace Poster Contest. The winner and runner-up shall be determined by the District Governor on the recommendation of the District Peace Poster Contest Chair.

POLICY MINUTE 12
Lions NSW-ACT Save Sight Foundation And
Lions Clubs (NSW-ACT) Public Health Care Foundation

12.1 Election Of Directors:

- (a) The delegates attending the District Convention shall elect a Director for the following three (3) years by secret ballot by the preferential system of voting as set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives. Any election for a casual vacancy will be conducted in such a manner as the Convention shall determine.
- (b) Subject to sub-section (d) hereof no person shall be entitled to be elected as a Director unless:-
 - (i) Such candidate is qualified in accordance with the Constitution of the Foundations.
 - (ii) Such candidate is nominated by a Club in good standing and such nomination is certified in writing by the President or Secretary of that Club and such certification together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.
 - (iii) The District Nominations Committee or such other person or Committee appointed by the District Governor for that purpose shall have confirmed such candidate's eligibility.
- (c) The Cabinet Secretary shall post or deliver written advice of the persons nominated to each Club in the District at least thirty (30) days prior to the date fixed for the opening of the District Convention.
- (d) Where no eligible nominations have been made nominations shall be sought from the floor of the Convention and the same shall then be voted upon in accordance with this Policy Minute.
- (e) Where an election is to be held, a candidate speech may be made by each candidate or a representative of such candidate. Such speech shall not exceed two (2) minutes with a warning bell after ninety (90) seconds.

POLICY MINUTE 13
Lions Nurses Scholarship Foundation

13.1 Election Of Directors:

(a) Directors to be elected in accordance with Constitution of the Foundation will be elected at the District Convention. Each delegate shall be entitled to vote for not more than the number of candidates equal to the number of vacancies to be filled. The three (3) candidates with the highest number of votes will be declared elected. If any casual vacancies are to be filled the candidate with the next highest number of votes will be declared elected until all positions are filled.

(b) Subject to sub-section (d) hereof no person shall be entitled to be elected as a Director unless:-

(ii) Such candidate is nominated by a Club in good standing and such nomination is certified in writing by the President or Secretary of that Club and such certification together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.

(iii) The District Nominations Committee or such other person or Committee appointed by the District Governor for that purpose shall have confirmed such candidate's eligibility.

(c) The Cabinet Secretary shall post or deliver written advice of the persons nominated to each Club in the District at least thirty (30) days prior to the date fixed for the opening of the District Convention.

(d) Should insufficient eligible nominations have been made the eligible nominees shall be declared elected and nominations shall be sought from the floor of the Convention for the remaining positions, which will then be voted upon in accordance with this Policy Minute and the candidate or candidates (depending upon the number to be elected) having the highest number of votes will be declared elected.

(e) Where an election is to be held, a candidate speech may be made by each candidate or a representative of such candidate. Such speech shall not exceed two (2) minutes with a warning bell after ninety (90) seconds.

POLICY MINUTE 14
Electioneering

14.1 Candidates For District Governor or First Vice District Governor or Second Vice District Governor:

A candidate for District Governor, First Vice District Governor or Second Vice District Governor may start election campaigning 90 days before the opening of the District Convention provided such candidate's nomination has been received and eligibility confirmed in accordance with the District Constitution.

14.2 Candidates For Other Positions:

Candidates for other positions may not start election campaigning until the closing date for nominations has expired.

14.3 District Governor's Visits:

No candidate for any position may campaign at a Club or Zone on the occasion of an official visit by the District Governor to that Club or Zone.

14.4 Electioneering Material:

Candidates for District Governor, First Vice District Governor or Second Vice District Governor shall comply with the conditions set out herein in relation to electioneering material. Candidates for other positions will not be entitled to issue printed electioneering material.

(a) Electioneering material shall be limited to one sheet and the size shall not exceed A4 (210 mm x 297 mm). Such sheet may be printed on one or both sides and shall contain a statement of facts on the candidate's history, family, professional or business background and may contain a statement by the candidate on such candidate's policies, if elected.

(b) Electioneering material may be printed in any colour or colours.

(c) The electioneering material may include a current photograph of the candidate or the candidate and partner and a report by the candidate's nominating Club.

(d) The electioneering material shall be submitted in advance to the Cabinet Secretary, who shall forward the same to the Nominations Officer appointed by the District Governor for approval prior to distribution.

(e) The electioneering material may be distributed by the candidate or by the candidate's Club.

(f) No electioneering material may be distributed or handed out or published at the District Convention, except that such electioneering material may be inserted in the satchel handed to each Lion attending and/or placed on the seats at the District Convention.

(g) No organised functions, receptions give-aways or other similar promotions in support of a candidate shall be permitted.

14.5 International Director Candidates:

The provisions of this Policy Minute will not apply to electioneering by candidates for International Director. The provisions of the Multiple District Policy Minutes will apply to such electioneering.

POLICY MINUTE 15 District Trophies

15.1 District Trophies - Lions Clubs:

The following trophies shall be contested each year by Lions or Lions Clubs only:-

- The Lloyd Morgan Trophy: for Public Relations
- The Allan Waters Memorial Trophy: for Tailtwisting
- The Ted Tricker Memorial Trophy: for Lions Club Bulletins
- The Reg Prudames Trophy: for Community Service
- The David Bull Memorial Trophy: for Club Secretary
- The Diane Sherrington Trophy: for the Overall Winner of the District 201 N5 Club Competition
- The James P Ledingham Memorial Trophy for services to Diabetes Awareness.
- The Anthony Cheung Trophy: for Media Coverage of Lions Projects or Events.
- The MJ (John) Booth Trophy: for Zone Chairpersons.

15.2 District Trophy - Ladies:

The following trophy shall be contested each year by Ladies, whether Lions, Lionesses, Leos or Lions Ladies:-

- The Bessie Hammond Memorial Trophy: for Quiet Achiever.

15.3 District Trophy - Leo Clubs:

The following trophy shall be contested each year by Leo Clubs only:-

- The Leo Club Award For Community Service: for the Leo Club with the best record of Community Service.

15.4 District Trophies - Lions Clubs, Lioness Clubs or Leo Clubs *(Amended 6 August 2017 and 3 June 2018):*

The following trophies shall be contested each year by Lions Clubs, Lioness Clubs or Leo Clubs:-

- The Nigel Jeny OAM Trophy for Club Website
- The Peter Mendl Trophy for Social Networking Site.

15.5 Judging Criteria: *(Amended 6 August 2017 and 3 June 2018)*

(a) The Lloyd Morgan Trophy for Public Relations shall be awarded to the Club having the best achievements in Public Relations. Clubs shall be invited to make a submission demonstrating their achievements in Public Relations during the year. The District Public Relations Chair will make recommendations to the District Governor.

(b) The Allan Waters Memorial Trophy shall be awarded to the best Tailtwister in the District. The judging will be based on performance both at the District Governor's Visit and consistently throughout the year.

(c) The Ted Tricker Memorial Trophy for Lions Club Bulletins shall be awarded to the Club publishing the best Club Bulletin. Clubs wishing to be considered for the Award should forward copies of all Bulletins to the District Bulletin Editor, the District Governor, the Region Chair and the Zone Chair regularly throughout the year. The District Bulletin Editor will make recommendations to the District Governor.

(d) The Reg Prudames Trophy for Community Service shall be awarded to the Club having the best community service project based on the criteria herein. The Award is intended for a "hands on" community project within the local area of the Club. The project may be a one off project or a continuous project throughout the year. It is not intended to be for a fundraising project. Neither the man hours worked nor the money spent will determine the winner. Greater recognition will be given to projects which are different from the usual run of Lions' projects. Clubs shall be invited to enter by submitting details of a particular project for consideration.

(e) The David Bull Memorial Trophy for Club Secretary shall be awarded to the best Club Secretary. The Cabinet Secretary will make recommendations to the District Governor.

(f) The Diane Sherrington Trophy shall be awarded to the overall winner of the District Club Competition. The Cabinet Secretary will make recommendations to the District Governor.

(g) The Bessie Hammond Memorial Trophy for Quiet Achiever shall be awarded to a Lady in Lionism (Lion, Lioness, Leo or Lions Lady).

(h) The Leo Club Award for Community Service shall be awarded to the Leo Club with the best record of community service. The District Leo Chair will make recommendations to the District Governor.

(i) The James P. Ledingham Memorial Trophy shall be awarded to the Club having the best record of services to Diabetes Awareness. The District Diabetes Chair will make recommendations to the District Governor.

(j) The Anthony Cheung Trophy for Media Coverage of Lions Projects or Events shall be awarded to the individual Lion who has achieved the best media coverage (making the most significant public relations impact) of Lions Projects or Events throughout the year. Clubs will be invited to nominate individual Lions and to provide details of the media coverage. The District Public Relations Chair will make recommendations to the District Governor.

(k) The MJ (John) Booth Trophy for Zone Chairpersons shall be awarded to the Zone Chairperson having the best achievements. The Cabinet Secretary will make recommendations to the District Governor.

(l) The Nigel Jeny OAM Trophy for Club (Lions, Lioness or Leo) Website shall be awarded to the Club having the best Website judged on the quality of the content and design of the Website. The Judging Criteria shall be provided to Clubs early in the Lions Year by the District Webmaster via the Cabinet Secretary. Clubs wishing to enter the competition will, no later than 15 April in the year of judging, submit to the District webmaster an email with a direct URL link to the Club Website. The District Webmaster will make recommendations to the District Governor after consulting with the Cabinet Secretary and the District Public Relations Chair and such other internal or external sources as the District Webmaster chooses. The winner shall receive the Perpetual Trophy for 1 year and a framed District Certificate to retain. (Amended 6 August 2017)

(m) The Peter Mendl Trophy for Club (Lions, Lioness or Leo) Social Networking Site (Facebook, LinkedIn, Instagram and/or Twitter) shall be awarded to the Club having the best Social Networking Site judged on the regularity of post updates, audience and public engagement (likes and comments) and quality of content (stories, memos and pictures). The Judging Criteria will be provided to Clubs early in the Lions Year by the District Webmaster via the Cabinet secretary. Clubs wishing to enter the competition will no later than 15 April in the year of judging, submit to the District Webmaster an email with a direct URL link to the Club Social Networking Site. The District Webmaster will make recommendations to the District Governor after consulting with the Cabinet Secretary and the District Public Relations Chair and such other internal or external sources as the District Webmaster chooses. The winner shall receive the Perpetual Trophy for 1 year and a framed District certificate to retain. (Amended 6 August 2017 and 3 June 2018)

(n) The winners of all Trophies listed in subparagraphs (a) to (m) above will be determined by the District Governor after considering recommendations made and obtaining such advice and assistance and undertaking such consultation as the District Governor so determines.

15.6 Announcement Of Winners:

All winners shall be announced at the District Changeover Dinner.

15.7 Return Of Trophies:

The winners of the respective trophies shall retain such trophies for a period which will end one (1) month prior to the date set for the District Changeover. It shall be the responsibility of the winning Clubs to return such trophies (cleaned) to the Cabinet Secretary.

15.8 Historical Record:

A historical record of the winners of such trophies will be maintained by the Cabinet Secretary and placed on the District website.

POLICY MINUTE 16 Miscellaneous

16.1 Interpretations:

Any reference to the male or female gender shall be interpreted to include the other.

16.2 Committees:

A District Chair shall obtain the District Governor's approval before forming any Committee.

16.3 Correspondence:

Copies of relevant correspondence to Clubs by District Officers are to be forwarded to the District Governor, the Cabinet Secretary, the relevant Region Chair and the relevant Zone Chair.

16.4 Social/Sporting Functions:

All Social/Sporting functions organised for or on behalf of the District shall be self supporting unless otherwise approved by the District Governor.

16.5 Inter-District Negotiating:

When Clubs or District Officers find it necessary to contact Clubs in another District, copies of the correspondence shall be sent to the District Governor of that District as well as the District Governor of this District.

16.6 Visit By The International President:

No expenses for the District Governor attending any other District for a visit by the International President shall be reimbursed from District Funds.

16.7 Contribution Expenses District Governor Elect

- (a) To assist the District Governor Elect with his/her incidental expenses during his/her impending term as District Governor the District shall pay to the District Governor Elect the sum of \$1,200.00.
- (b) The payment will not be dependent on the District Governor Elect attending the International Convention.
- (c) The payment will be made to the District Governor Elect at the Changeover Cabinet Meeting.
- (d) Where the District Governor Elect's Partner accompanies the District Governor Elect to the International Convention, the District Governor Elect shall be reimbursed from District Administration Funds the cost of one economy class round trip airline ticket equal to the cost of the ticket for the District Governor Elect supplied by Lions Clubs International less the amount the District Governor Elect is entitled to receive from Lions Clubs International towards the cost of such Partner's ticket.

16.8 District Bulletin:

- (a) The permanent name for the District Bulletin shall be **SYDNEY NEWS**.
- (b) The bulletin is to be published on the District website at least bi-monthly
- (c) The Cabinet Secretary shall advise all Clubs via email when a new edition is published and advise links for access and downloading and ask the Club to notify its Members by email and supply a printed copy to any Member not on line.
- (d) Clubs shall be entitled to request a bulk supply of printed Newsletters for distribution by the Club to Members who do not have access to a Computer with the maximum to be supplied to any Club being six (6).

16.9 Indexed Record Of Resolutions:

The Cabinet Secretary will maintain as a permanent ongoing record an indexed record of Convention Resolutions and such Cabinet Resolutions as relate to the ongoing administration of the District. Each incoming Cabinet Secretary shall be responsible for the continuance of such indexed record.

16.10 District Asset Register:

The Cabinet Treasurer will maintain an Asset Register in which shall be recorded details of District assets.

16.11 Lions Clubs Sydney Information Line

The custodian of the District telephone shall be appointed by the District Governor.

6.12 Public Officer

- (a) The Public Officer shall be appointed by Cabinet.
- (b) The duties of the Public Officer shall include but not be limited to:
 - (i) Manage compliance with the requirements of the Office of Fair Trading in relation to the incorporation of Lions Clubs District 201 N5 Inc.
 - (ii) Prepare notices, conduct Annual General Meetings, prepare minutes and prepare and lodge Form A1 2 Annual Statement with the Office of Fair Trading.
 - (iii) Manage compliance with the requirements of the Government Department administering Charities, in relation to the 'Authority to Fundraise for Charitable Purposes' held by Lions Clubs District 201 N5 Inc.

16.13 Email Communication Protocol

(a) The Cabinet Secretary shall once a month distribute correspondence and other information to the Club Officers of all Clubs in the District and to each District Officer via email with appropriate attachment files, wherever possible, in PDF format.

(b) In the event that the Club secretary does not have access to the internet allowing the receipt of email communication it shall be the responsibility of the Club to appoint a Club Member with internet access to receive communications on behalf of the Club Officers. If no Club Member has internet access the Cabinet Secretary may communicate with the Club by post.

(c) From time to time where it is necessary to forward correspondence addressed individually to Clubs and delivery by email is not considered appropriate, the Cabinet Secretary may distribute to the Clubs by normal post.

(d) A Club wishing to distribute correspondence / promotional brochure or other information to all other Clubs in the District shall submit to the Cabinet Secretary, by a day determined by the Cabinet Secretary, a single-sided A4 page containing minimum graphics for approval for distribution. Subject to approval for distribution by the District Governor or his delegate the Cabinet Secretary shall, where possible, convert the document to PDF format and either have it placed on the District website and/or include it as an attachment with the monthly email.

(e) A Club shall not, without the consent of the District Governor or the Cabinet Secretary, distribute correspondence, promotional brochures or other information by email to other Clubs in the District other than by the method mentioned in (d) above except that a Club may distribute correspondence / promotional brochures or other information by email to neighbouring Clubs within the same Region.

(f) At the request of a Club the Cabinet Secretary may agree to include a hyperlink to a web page in the monthly email.

16.14 Clubs Soliciting Funds or Initiating Joint Projects

(a) This clause applies to all correspondence distributed by Clubs in the District to other Clubs in the District whether by email communication or normal mail.

(b) Any Club wishing to solicit funds from any other Club in the District, Region or Zone or wishing to initiate a region or zone project shall request the District Governor's approval prior to the distribution of correspondence, promotional brochures or other information by email or any other means.

(c) No Club shall distribute correspondence, promotional brochures or other information by email or any other means to Clubs in other Districts unless, at the request of the Club, the District Governor has sought and obtained the written approval of the District Governor/s of the other District/s in which the information is to be distributed.

16.15 District Administration Committee:

1. Unless the District Governor decides not to appoint an Administration Committee, there shall be an Administration Committee appointed by the District Governor. So that there will be initial expertise and continuity of expertise, the Committee shall comprise a Committee Chair and two (2) other members with the Committee appointed for the 2013-2014 year to serve for three (3) years. As from 30 June 2016 and each year thereafter the Committee Chair will retire and be replaced by a new Committee member to serve for a period of three (3) years, it being the intention that in the 2016-2017 year, one (1) of the initial Committee will become Committee Chair and in the 2017-2018 year the third member of the initial Committee will become Committee Chair and each year thereafter the longest serving member of the Committee will become Committee Chair.

2. The District Governor, Cabinet Secretary and Cabinet Treasurer will be ex-officio members of the Committee.

3. The duties of the Committee shall include but not be limited to:

- a. Regular maintenance of the District membership database including data entry from monthly Membership Reports and other information sources, production and distribution of regular reports and regular audits against the LCI membership database.
- b. Produce in editable form for approval of and issue by the Cabinet Secretary 'Request for Delegates' and 'Remembrance Ceremony' and 'Accreditation Sheets' for District and Multiple District Conventions.
- c. Produce in editable form for approval of and issue by the Cabinet Treasurer invoices for semiannual dues.
- d. Produce for the Sydney News Editor new member lists and deceased member and membership movements lists.
- e. Maintain a Cabinet reporting system and in conjunction with the District Webmaster maintain a District Website.
- f. Assist the District Convention Organising Committee with the preparation and formatting of the Convention Booklet.
- g. Subject to the approval of the District Governor or the District Governor's Nominee, maintain and update various standard District documentation, including but not limited to Zone/Region Chair Manual, Club Secretary Manual and Club Treasurer Manual.

- h. Liaise with the Office of Fair Trading and the Office administering Charities and assist new Clubs with incorporation and obtaining an authority to fundraise and monitor the currency of Club authorities to fundraise and notify relevant Zone Chairs (with copies to the District Governor and the Cabinet Secretary) of pending due dates approximately two months in advance.
- i. Maintain the master copy of the District Constitution and the District Policy Minutes and update as required from time to time in consultation with the District Constitution and Policy Minutes Chair.
- j. In consultation with the District Governor and the Cabinet Secretary prepare art work for District stationery.
- k. Manage the archiving and storage of District records and equipment and prepare and maintain a register.
- 4. The Committee shall submit to the Cabinet for approval an annual expense Budget.
- 5. The Committee Chair shall submit regular reports to the Cabinet.

16.16 Attendance by District Governor at other District Conventions

If the District Governor attends any District Conventions of other Districts within MD 201, the District Governor only shall be entitled to reimbursement in accordance with the Rules of Audit of return travel expenses only for a maximum of two (2) District Conventions subject to the proviso that the amount to be reimbursed per Convention shall not exceed the car allowance for 1000 kilometres in accordance with the Rules of Audit.

**POLICY MINUTE 17
Rules of Audit**

Meaning of Rules of Audit

Where Rules of Audit are referred to in these Policy Minutes such expression shall mean the Multiple District 201 Rules of Audit from time to time in force. As at 14 June 2015 such rates for re-imbusement were:

Accommodation:

Up to \$200.00 (incl GST) per room per night.

Meals:

Up to \$60.00 per day (excl GST).

Car Expenses:

Regardless of the size or type of the vehicle, 50 cents per kilometre (excl GST). Where a tax invoice is received and GST is properly chargeable then GST be added to the 50 cents.

The amount reimbursed shall not exceed the cost of a discounted airfare.

Other Travel

Best available (proof required)

Costs will be reimbursed at the lowest of the available options.

Receipts must be produced to support all claims for reimbursement.

General

In respect of meals and accommodation, all Lions should be mindful of the need to economise and make savings where possible.

**POLICY MINUTE 18
Amendments**

Procedure for Amendments

(a) No amendment of or addition to these Policy Minutes shall be made by the Cabinet unless written notice of the proposed amendment or addition shall have been received by the Cabinet Secretary not later than twenty one (21) days prior to the Cabinet Meeting at which the proposed amendment or addition is to be considered.

(b) Upon receipt of any such notice of a proposed amendment or addition, the Cabinet Secretary shall liaise with the District Constitution and Policy Minutes Chair to enable any necessary re-drafting.

(c) The Cabinet Secretary will forward written notice of any such proposed amendment or addition (as redrafted, if necessary) to each Cabinet Officer not later than seven (7) days prior to the Cabinet Meeting at which the proposed amendment or addition is to be considered.

(d) Any motion for any such amendment or addition shall be determined by a simple majority.
