



# CLUB ADMINISTRATION MANUAL

NOV 2009

## TABLE OF REVISIONS

Rev #	Clause	Description of Change
1		Major Revision March 2007
1.1		Amended Marketing comments in Chapter 2
1.2		Corrected terminology in objects
1.3		Corrected Life membership details
1.4	4.17 - 4.18	Corrected reference to simultaneous members  Corrected table reference to obligations of Honorary members  Deleted reference to Membership Classifications  Revised Public Relations section to incorporate PR program and themes
1.5		Amended Lions Clubs International Purpose
2.0		Applied Corporate Template
3.0		Major Revision
3.1		Amended information on Electioneering
3.2	7.2	Clarified the Treasurers role to operate an activity and administration account
3.3		Revised Club Election information to refer back to Constitution
3.4		Update of Purposes

Revision No.	3.4	Relates to:	Club Administration
Revision Date	6 December 2012	Applies to	All Clubs
Author	Elise Murrell	Authorised by	R. Oerlemans

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## OUR FOUNDER MELVIN JONES

**13<sup>th</sup> January 1879 – 1<sup>st</sup> June 1961**

Melvin Jones was born on 13th January 1879, at Fort Thomas, Arizona. His father was Captain Calvin Jones who commanded a troop of US Army Scouts under General Nelson Miles, the veteran Indian fighter. Fort Thomas was an outpost, 40 miles from Apache territory that was the stronghold of Cochise, a great war leader, and later Chief Geronimo.

As an infant Melvin Jones grew up under the constant threat of Indian raids, war cries, wagon trains, dust, and gaunt settlers. He remembered vaguely his boyhood happiness when his father was transferred to a more peaceful posting. As he grew older he thought about his own future career.

"I couldn't decide whether to be a lawyer or a tenor - my voice made me pretty popular at school," he once said. As it turned out, he started in an insurance agency and by 1913; he was the sole proprietor of the Melvin Jones Insurance Agency.

In 1913 he was invited to a luncheon meeting of the Business Circle of Chicago and he became a member. The membership included some of Chicago's most prominent business and professional men, Melvin Jones was elected Secretary in 1915, and he soon began to consider how the Business Circle could be directed towards service in the community. To this end, with the support of his board of directors, he began to correspond with other Clubs, and in 1917, he invited representatives of those Clubs to attend a meeting in Chicago, with the aim of forming a 'National Association.'

The meeting was held at the La Salle Hotel, and one of the attendees was Dr William Woods, a physician from Evansville, Indiana. In October 1916, Dr Woods had registered the name 'International Association of Lions Clubs'. He invited those in attendance at the La Salle Hotel to join his organisation. It was resolved to have a further meeting later in the year where the representatives could formalise the rules and procedures of the Association.

This meeting - our first convention - was held in October 1917, in Dallas, Texas hosted by the Dallas Lions Club. Dr Woods tabled the resignation of Secretary Samuel Hicks, who had been called up for active army service after the United States entered WWI. Following this, Melvin Jones was elected Secretary-Treasurer, and for the next 33 years he had a profound influence on the affairs and progress of Lions Clubs International.

Melvin Jones once said, during his lifetime of service: "If a Lions Club carries out its objects, it will have a full program. It will be interested in world affairs, in national problems, in the needs of its own community, and in the welfare of its individual neighbours."

In 1945, Melvin Jones and International President D.A. Skeen represented L.C.I. at the formation meeting of the United Nations Organisation, in San Francisco. He retired from his position as Secretary General, in 1950, in order to pursue his dream - the establishment of 'Lions International City'. In 1958, the International Board confirmed him the title of 'Founder'.

In 1959, Melvin Jones suffered a stroke, but this did not prevent him continuing to visit L.C.I. headquarters to greet visitors and hold discussions with staff. He died on June 1st 1961.

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The International President, at that time, Finis Davis, wrote:-

“Once in every generation or era a man appears, and in his fleeting hour upon this stage, leaves an indelible imprint on the lives of his fellow men and on generations yet to come. Such a man was Melvin Jones. All over the world today, he is the symbol of man's concern for his fellow man.”



**MELVIN JONES**

**1879 – 1961**

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## CHAPTER 1 - INTRODUCTION

This chapter is a summary of the more important provisions of the International Association of Lions Clubs Constitution and By-Laws together with supplementary information. References are to the Constitution as revised on 12 July 2002.

The Chapter is not intended to be an exhaustive constitutional reference, and is provided for the information and guidance of Lion members, who are referred to the current version of the appropriate constitution for complete references. Copies are available from the MD201 office, and may be downloaded from the Lions Clubs International website.

### 1.1 ORIGINS OF THE ASSOCIATION

The first two decades of the 20th Century saw a rapid growth of business and fraternal Clubs in the USA. Most of them were mainly set up for the 'business benefit' of their members. However, some of the Clubs realised that the business and the professional expertise, within their membership, gave them a unique ability to provide service to their communities.

From about 1914 or 1915, some businessmen's Clubs called themselves 'Lions Clubs'. Again some were purely business Clubs; others had a community service role as well. It is not recorded how many Lions Clubs were formed in the years 1914-1916, as they were all independent of each other, but on 24th October 1916, an organisation, called Lions Clubs International, was registered, and incorporated, in Indiana, and by 1st June 1917 there were 35 Lions Clubs registered as members of the Association. The President in October 1916 was Dr William Woods, a physician from Evansville Indiana, and Samuel Hicks was listed as the Secretary.

Melvin Jones, a Chicago insurance agent, had joined the Chicago Business Circle in 1913 and became Secretary two years later. He developed an idea of an expanded business/community service organisation, and to this end he convened a meeting in Chicago, on 7th June 1917. Fifteen Lions Clubs from six states attended, as well as thirteen Optimist Clubs, two Vortex Clubs and the Business and Professional Men's Association of St Paul. Melvin Jones also had been given the authority to represent several other organisations, which could not attend.

At the meeting Dr Woods invited the other Clubs present to join the International Association of Lions Clubs. Several of those present agreed, including Melvin Jones, and on August 2nd 1917 the Business Circle of Chicago became the Chicago Lions Club.

One of the outstanding early pioneers of Lions Clubs International was GM Cunningham. He formed his first Club, Little Rock, Arkansas in March 1916 (the oldest Club in LCI today) and about half of the Lions Clubs represented at the 7th June meeting, in Chicago, had been formed by him. When the first District Governors were appointed at the 1918 Convention, Cunningham became the District Governor for Texas, as well as the National Organiser responsible for extension. When he died prematurely in 1923, he had formed over a hundred Clubs.

At the 7th June meeting it was resolved to hold a convention later in the year. This was in Dallas, Texas, on 8th-10th October 1917. The USA had entered WW1. A few months earlier, and the Secretary, Samuel Hicks, who was in the Army Reserve, tendered his resignation to the convention. Melvin Jones was subsequently elected Secretary - Treasurer, and the delegates could not possibly have known the effect this would have on the future of Lions Clubs International. Dr Woods was Re elected President for the year 1917-18.

The fledgling organisation had few funds and was originally run from Melvin Jones' insurance office, until in

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1921 new office space was rented in downtown Chicago. Jones worked tirelessly to hold the organisation together in the first two years, and his efforts were rewarded with the rapid expansion of Lions Clubs from the mid 1920's. Until his retirement in 1950, he had more influence on the Association's direction than anyone else.

In 1920, Windsor, Ontario, Canada (the neighbouring city of Detroit) became the first Club outside of the USA, so the Association became truly 'international'. Australia joined LCI on 1st July 1947 with the charter of the Lions Club of Lismore. This was the first Club formed outside of the Americas.

In June 2006 there were 1.3 million members in more than 45,000 Clubs.

## 1.2 INTERNATIONAL LIONISM

Although Lions are members of an individual Lions Club, every Club is a member of the International Association of Lions Clubs.

The name, and our distinctive Club emblem, provides a common bond for Lions from six continents. International Lionism, however, is much more than sharing a name. It is sharing a commitment to Lionistic standards of service and fellowship, and carrying through this commitment on local, national and international levels.

Perhaps this worldwide humanitarian commitment is best expressed through the projects in which we participate.

While individual Clubs carry out many programs, others take place through the cooperation of Clubs halfway around the globe. These programs can include activities such as Club twinning, youth exchange and youth camps, or support of international service objectives in drug awareness and diabetes education and research.

In 1925, Helen Keller addressed the Lions International convention in Cedar Point, Ohio, USA. She challenged Lions to become 'Knights of the Blind in the crusade against darkness'. From this time, Lions Clubs have been actively involved in service to the blind and visually impaired.

In 1990, Lions launched its most aggressive Sight Preservation effort, SightFirst. This US\$143.5 million program strives to rid the world of preventable and reversible blindness by supporting desperately needed health care services. SightFirst, one of the three largest sight conservation programs in the world has a very impressive record - over 7 million cataract operations; built or expanded 258 eye hospitals and clinics; trained 65,000 ophthalmologists, ophthalmic nurses and other professional eye care workers. However, much needs to be done and in 2005, L.C.I.F. launched Campaign SightFirst11, with a target of US \$150 million in order to carry on the work into the future.

In addition to sight programs, Lions Clubs International is committed to providing services for youth. Lions Clubs also work to improve the environment, build homes for the disabled, support diabetes education, conduct hearing programs and, through their foundation, provide disaster relief around the world.

The work of the Lions Clubs International Foundation also demonstrates an international outlook. On behalf of all Lions, the Foundation extends assistance where programs are too large for any single Club or district.

In addition to these service activities, Lions also share a special vision for world understanding and peace. Through Lions we develop friendships with other members in cultures and areas vastly different from our own.

However, the differences are far less important than what we do share -- a sincere commitment to fellowship and

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serving all people in need.

As technology creates more of a global village, internationalism must remain an integral part of who we are as Lions. It will be our combined efforts as members, Clubs and districts that define the true scope of our service potential.

Through International Lionism, the Lions name and emblem will remain the most recognised and effective symbols of humanitarian service in every part of the world.

### **1.3 NAME OF THE ASSOCIATION**

The legal name of the association is 'The International Association of Lions Clubs.' It is entirely acceptable however, to use the shorter form of 'Lions Clubs International.'

Since the public relations campaign associated with the 50th anniversary of Lions in Australia was developed, the even shorter 'Lions Australia' is being used to refer to the organisation within Multiple District 201.

### **1.4 SLOGAN OF THE ASSOCIATION**

The slogan of the Association is:

'Liberty, Intelligence, Our Nation's Safety'.

The slogan emphasises the feeling of the original Lions as the United States entered WWI in 1917.

### **1.5 MOTTO OF THE ASSOCIATION**

The motto of the Association is:

'We Serve'

### **1.6 MISSION STATEMENT**

The Mission Statement of Lions Clubs International as contained in the International Constitution is:

'To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.'

### **1.7 MEMBERSHIP**

The membership of the Association consists of Lions Clubs, duly organised and chartered under the provisions of Article III of the constitution.

It should be noted that individual Lion members are members of Lions Clubs - Lions Clubs are members of the International Association. It is technically incorrect to refer to individual Lions as members of the International Association.

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## 1.8 THE LIONS EMBLEM

Lions throughout the world are recognised by their Lion emblem. It consists of a gold letter 'L' on a circular blue field.

Bordering this is a circular gold area with two lion's head profiles facing away from the centre.

The word 'Lions' appears at the top and 'International' at the bottom. The lion's head profiles face both the past and future, showing both pride of heritage and confidence in the future.



The Lion emblem is a registered trademark in most countries, including Australia. It may never be used for commercial or fundraising purposes outside of Lions Clubs without the prior permission of International Headquarters.

## 1.9 LIONS CODE OF ETHICS

To show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

To hold friendship as an end and not a means, To hold that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligation as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour, and means

To aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To be careful with my criticism and liberal with my praise; to build up and not destroy.

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## 1.10 WHO ARE THE LIONS?

Club members of the world's largest and most active service organisation.

Volunteer men and women who are not exceptionally or specially qualified, just people who have decided to give something back to their community.

People who are dedicated to helping others in need and meeting those needs in a caring way,

People who believe that by working with other dedicated Lions, they will accomplish far more for their communities than they could do alone.

## 1.11 LIONS CLUB PURPOSES (AMENDED FOR MD201)

For Multiple District 201, the Lions Club Purposes appearing in The International Association of Lions Clubs Constitution and By-Laws (Publication LA1) have been amended to comply with the requirements of the Australian Taxation Office.

For this reason care should be taken NOT to use the wording in printed copies circulated by the International Office and appearing in International publications.

The correct version of the Purposes for use in Multiple District 201 is that appearing in Clause 2.4 of this manual and in the Constitution and By-Laws of Multiple District 201 of Lions Clubs International Inc. (ABN 63 592 786 032). This amended version is approved by the Board of Lions Clubs International for adoption by Multiple District 201.

### LIONS CLUBS INTERNATIONAL PURPOSES

To organise, charter and supervise service clubs to be known as Lions clubs.

To coordinate the activities and standardise the administration of Lions clubs.

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To fund and otherwise serve the civic, cultural, social and moral welfare of the community.

To assist financially, culturally, socially, and morally the disabled, disadvantaged and infirm of the community both directly and also indirectly.

To unite the Clubs in the bonds of friendship, good fellowship and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Club members.

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

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## 1.12 ORGANISATION OF THE ASSOCIATION

Figure 1.1 overleaf shows the organisation of the association in a block schematic format as it applies to Multiple District 201 (Australia, Papua New Guinea and Norfolk Island). It should be noted that the Multiple District/district organisation formats may vary considerably in other constitutional areas.

Multiple District organisations exist solely to provide liaison for Lions affairs within countries, areas, or communities having similar interests.

They are administered by a Council of District Governors from districts within their country, area or community. As agents for the International headquarters, they often provide services on behalf of the Association, such as Club supplies, and publication of local editions of The Lion magazine.

It should always be remembered that, whilst the Multiple District organisations coordinate Lions affairs within their community, each District Governor has direct constitutional responsibility to the International Board for the administration of his/her district. Refer to Section 2 of this manual for further details concerning the organisation and activities of Multiple District 201.

## 1.13 CONSTITUTIONAL AREAS

For the administration of Lionism, the world is divided into a number of constitutional areas, each of which is represented on the international board by one or more international directors.

Our own constitutional area comprises:-

Multiple District 201 - Australia, Papua New Guinea and Norfolk Island.

Multiple District 202 - New Zealand and the islands of the South Western Pacific.

Multiple District 307 - Indonesia

Since 1962, an informal agreement was in existence, in our International Area, whereby the International Director was elected alternately from Multiple Districts 201 and 202. The first Indonesian International Director to serve on the International Board was elected in 1990, and now Multiple Districts 307 is included in the rotation with Multiple Districts 201 and 202. The order will change if one Multiple Districts has a serving member on the International Executive, or a currently endorsed and certified candidate.

## 1.14 OFFICERS OF THE ASSOCIATION

The officers of the association are the President, Immediate Past President, First and Second Vice Presidents, International Directors, District Governors, Executive Director, Treasurer, Secretary and such other officers as may be designated by the International Board of Directors.

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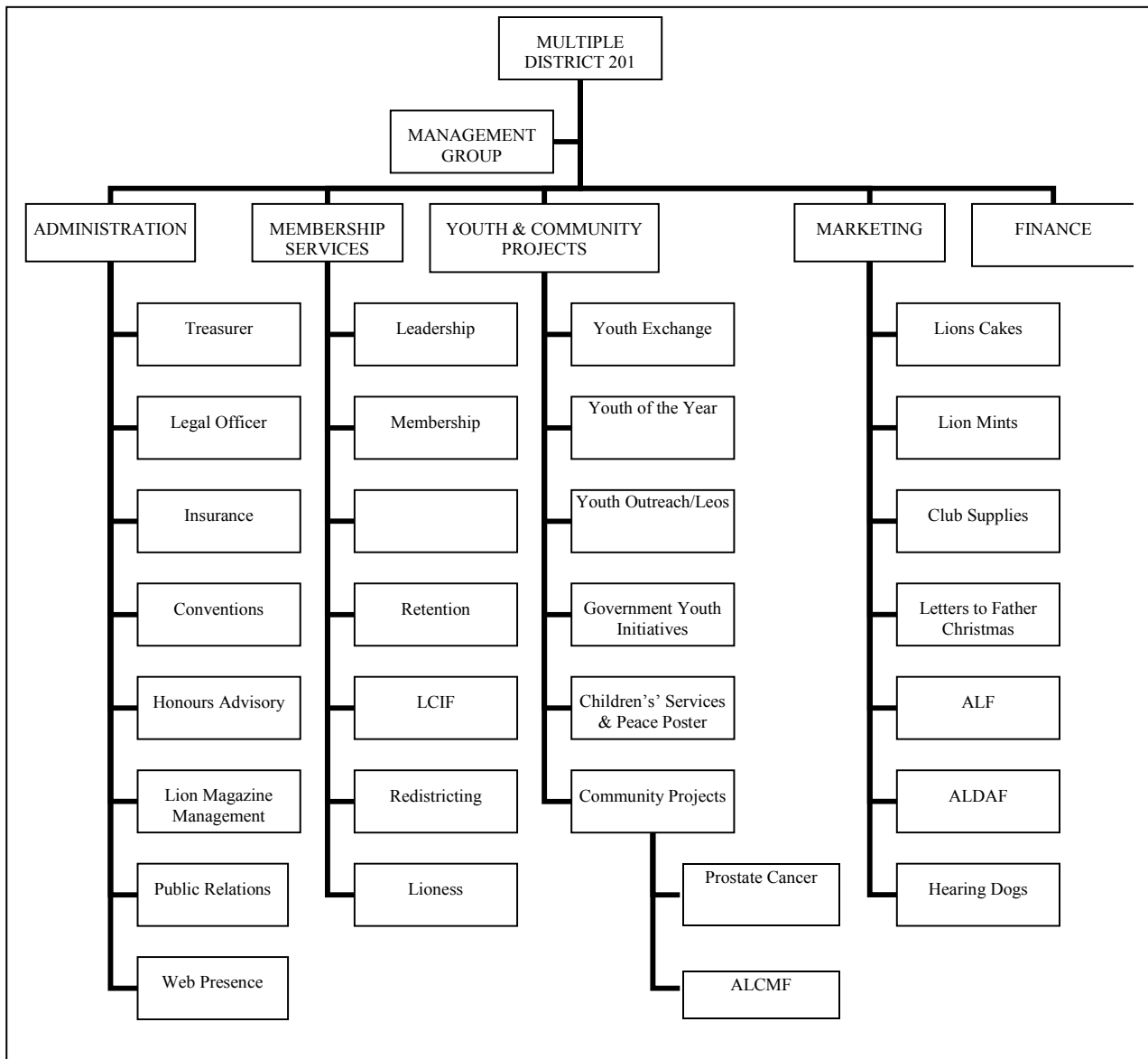


Figure 1.1

## 1.15 THE INTERNATIONAL PRESIDENT

He/she will hold office for one year, and will have served in the offices of First and Second Vice President during the preceding two years. He/she shall be elected at the annual International Convention by secret ballot. He/she is the chief executive officer of the Association.

He/she executes policies and administers the operation of the association in a manner which will further the purpose and objectives of Lions Clubs International.

He/she shall be an active member in good standing of a chartered Lions Club in good standing.

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## **1.16 INTERNATIONAL FIRST AND SECOND VICE PRESIDENTS**

International First and Second Vice Presidents are elected by secret ballot at an international convention, and must be Lion members in good standing of a chartered Lions Club, also in good standing.

The First Vice President will normally have completed his/her term as Second Vice President in the preceding year, whilst the Second Vice President is elected with the expectation that he/she will proceed to the positions of First Vice President and International President.

Each candidate will have completed, or be completing his/her term, by election or appointment, as an international director, and in the case of Second Vice President, have secured the endorsement of a convention of his/her district together with certification of endorsement as provided in the detailed constitution.

## **1.17 INTERNATIONAL BOARD OF DIRECTORS**

The International Board of Directors directs the association in meeting its purposes and objectives by establishing general policies to guide its operation.

Each year at the international convention, the delegates elect the international officers and approximately half of the international Directors.

From the 1999 Annual Convention, the International Board of Directors will consist of the International President, immediate past International President, first and second Vice Presidents, and a total of thirty three International Directors, one or more from each constitutional area.

International Directors each serve for a period of two years with approximately half retiring each year, having served their two year term. This arrangement preserves continuity.

The international Board is the executive body of the association and has jurisdiction, control and supervision over all officers and committees, exercises general management and control of its business, property and funds in accordance with the International Constitution and By-Laws.

The international Board normally meets four times in each year at locations around the world with the objective of conducting the business and monitoring the ongoing programs of the association.

The Board have the responsibility to prepare and approve a budget for each fiscal year, and must approve all expenditure within that budget by a two-thirds majority of the entire Board.

The Executive Director, the Secretary and the Treasurer also attend all International Board meetings being appointed officers of the Board.

## **1.18 EXECUTIVE COMMITTEE**

The Executive Committee acts for the International Board of Directors when members are not in one place, or in session.

The Executive Committee of the Association is the International President, the two International Vice Presidents and one International Director appointed by the International President. During interim periods, the constitution

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authorises the Executive Committee to act on the board's behalf when necessary. The Board, at their next regular meeting must approve all actions of the Executive Committee.

## 1.19 INTERNATIONAL STANDING COMMITTEES

The International President appoints serving directors to standing committees which report regularly to the international board.

These standing committees are:

- Executive Committee
- Long Range Planning Committee
- Convention
- Finance and Headquarters Operation Committee
- Public Relations Committee
- Constitution and By-Laws Committee
- District and Club Service Committee
- Leadership Committee
- Membership Development Committee
- Service Activities Committee
- Audit Committee
- LCIF Executive Committee

There is also provision for the appointment, by the International President, of not more than seven past international officers to the international standing committees.

## 1.20 THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS CONSTITUTION AND BY-LAWS

The International Constitution and By-Laws can only be amended by a majority vote of the delegates at an International Convention. No amendment shall be reported to a convention for vote unless it shall first secure approval in one of the following two methods:

Have been approved by the International Board of Directors; or

Have been approved by resolutions of conventions of single and/or Multiple Districts representing no less than fifty-one (51%) percent of the total number of members of Clubs in the association as of July 1 of the fiscal year in which the amendment is submitted to the International Board of Directors for ballot placement.

Notice of any proposed amendment must be published in The Lion magazine, or other official publication of the association, at least thirty (30) days prior to the convention at which it is to be voted upon.

The International Constitution and By-Laws (Publication LA1) is amended as necessary in July each year following the International Convention. Copies are available from the Lions Australia office in Newcastle. The latest edition of the International Constitution and By-Laws is also available for download as a PDF file on the

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Lions Clubs International website at <http://www.lionsclubs.org>

## **1.21 INTERNATIONAL ASSOCIATION OF LIONS CLUBS CONSTITUTION AND BY-LAWS**

Each year an international convention is held when the International President and his officers report to the Lions members. The convention is held under the jurisdiction, control and supervision of the International Board.

Prior to the convention, the Board discusses and considers notices of motion referred from Multiple District conventions (or district conventions where the district is not part of a Multiple District).

As a result of such discussion, motions for consideration at the international convention originate from the International Board of Directors, and may include alterations to the constitution or by-laws as discussed in Section 1.19 of this manual.

The election of international officers takes place as an important part of the business of the convention.

The officers of the annual convention shall be the President, First and Second Vice Presidents, the Secretary and Treasurer of the Association. The President may appoint such other officers as may be necessary.

### **1.21.1 CONVENTION DELEGATES**

Each Lions Club is able to appoint delegates who represent the Club, elect the international officers and board of directors, and vote on business matters at an international convention.

Each chartered Club in good standing shall be entitled, in any international convention, to one delegate and one alternate delegate for every twenty five or major fraction of its members as shown by the records of the international office on the first day of the month prior to the month during which the convention is held.

Each such Club shall be entitled to at least one delegate and one alternate delegate. The major fraction referred to shall be 13 or more members for every 25 members.

All Club delegates and alternates must be certified by the Club President, Secretary or other duly authorised Club officer. This is normally done by signature on certificates distributed to the Club from the International office prior to the Convention and given to the delegate. In emergency circumstances, such Club Officer or the delegate's District Governor may sign a certificate at the convention.

A delegate has the right to cast one vote on all motions duly moved and seconded and to take part in debate when recognised by the presiding officer at the convention (at an international convention this is normally the International President).

An alternate delegate has the same voting rights as a delegate when the delegate is not present.

Normally, there is no debate on matters put forward for vote at an international convention. The propositions are put forward for acceptance by a minimum two thirds votes, or rejection.

### **1.21.2 PROXY VOTING**

Proxy voting is strictly prohibited in Club, district, Multiple District and association affairs.

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## 1.22 ADMINISTRATIVE OFFICERS

The Executive Director administers the headquarters and staff both inside and outside the international office, in a manner which assists the President to fulfil the purposes and objectives of Lions Clubs International and oversees all headquarters operations and implements the policy decisions made by the International Board of Directors.

Assisting the Executive Director is:

- The Secretary, who supervises legal and constitutional matters.
- The Treasurer, who oversees all financial resources.

## 1.23 INTERNATIONAL HEADQUARTERS

The headquarters of Lions Clubs International is located in Oak Brook, Illinois, USA, just outside Chicago. Some 300 staff members work in 44 departments at headquarters, organised within 11 divisions.

Lion members, when in Chicago, are able to visit Headquarters and tour several historical and recognition displays.

A number of branch offices also exist worldwide. In addition a number of the larger Multiple Districts, including our own MD201 office in Newcastle, NSW undertake various functions as agents on behalf of headquarters.

## 1.24 ADMINISTRATIVE DIVISIONS

There are currently eleven administrative divisions, each with their own responsibilities.

### CLUB SUPPLIES AND DISTRIBUTION DIVISION

Has the responsibility for marketing and distribution of Club supplies, together with the Association's purchasing and mail order operations, promotion, billing, procurement, shipping and inventory of Lions Club supplies in the United States and all overseas distribution centres.

### CONVENTION DIVISION

Manages and co-ordinates all production aspects, activities and assignments relative to international conventions and board of directors meetings.

### DISTRICT AND CLUB ADMINISTRATION DIVISION

Directs the administration of districts and Clubs worldwide including the implementation of the official language translations. Responsible for the issuing of Key Awards.

### EXTENSION AND MEMBERSHIP DIVISION

Responsible for long range planning programs, protocol, itineraries, and Presidential programs, and such other duties assigned by the Executive Director.

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Directs planning and the internal and field operations to achieve membership growth through new Clubs, new members and retention programs.

#### **FINANCE DIVISION**

Manages the financial affairs of the Association

#### **INFORMATION TECHNOLOGY DIVISION**

Plans, organises and controls the overall activities of electronic data processing including computer systems analysis, programming, key punch, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

#### **INTERNATIONAL ACTIVITIES AND PROGRAM PLANNING DIVISION**

Researches, plans and develops activity related materials.

Co-ordinates the activities information flow from Clubs and districts to the respective board committees and implements board directives on activity programs.

#### **LEADERSHIP DIVISION**

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the International, Multiple District, district and Club level (ie, District Governors, Club officers etc). Also responsible for development of marketing strategies, promoting membership recruitment and retention, conducting surveys and co-ordinating special projects.

#### **LEGAL DIVISION**

Responds to all queries regarding legal operations of the association, corporate tax returns, registering and maintaining trademarks copyrights etc., administers worldwide property liability and accident insurance programs. Deals with the incorporation of Clubs and districts in USA, and certifies candidates for international office.

Responsible for constitutional amendment procedures and the resolution of other matters concerning the Lions organisation under the various constitutional and parliamentary authorities.

#### **LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) DIVISION**

Administration of the LCIF including promotion, development, donor recognition and acknowledgements, SightFirst program, investment management, execution of grants and liaison with trustees and the board of directors. Also responsible for the execution of grants in liaison with the trustees and Board of Trustees.

#### **PUBLIC RELATIONS AND COMMUNICATION DIVISION**

Coordinates a fully integrated program of communications encompassing public relations, both internal and external.

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The Lion magazine; editorial support and services for all association information bulletins, guides, program manuals, and audio visual materials.

Also responsible for overall production and manufacturing phases of English and Spanish editions of The Lion and all published literature emanating from the association, supervises word processing, computer typesetting, and membership reports.

## 1.25 'THE LION' – OUR OWN MAGAZINE

'The Lion', official publication of Lions Clubs International, was established in November 1918, and at that stage had only 28 pages and a circulation of 1,526.

The Headquarters edition has since been joined by over 30 editions in Spanish, Japanese, French, Swedish, Italian, German, Finnish, Flemish - French, Portuguese, Dutch, Korean, Danish, Chinese, Greek, Hindi, Icelandic, Norwegian, Thai, and Turkish and Indonesian.

The original English and Spanish editions are edited through International Headquarters; all others in their country of origin. Other English language editions are now edited and printed in Australia (incorporating Papua New Guinea and Norfolk Island), New Zealand (incorporating Fiji and Western Samoa); the British Isles and Ireland; Hong Kong, India, and Pakistan.

An English-French Edition is printed in Multiple District 'U' (Canada), and a German language edition is published in Austria.

While the editions vary widely in circulation, 'The Lion' published at International Headquarters is the largest, produced eleven times per year with approximately 550,000 readers. The Australian edition is published six times a year for 28,000 members.

Despite the diversity of language, each edition of 'The Lion' has the same mission: to communicate the news of international Lionism and to inform its readers of new and better ways to render service. To accomplish this, each editor chooses the material that best reflects the needs and interests of the country of publication.

Every edition, however, must contain 'directed' news that includes the International President's message, official notices and items on international activities like SightFirst and LCIF.

A typical issue of 'The Lion' includes stories and project reports with the broadest appeal. Although a Club's garage sale or barbecue may be an effective fundraiser, it may not necessarily be news to other Clubs.

'The Lion' needs to know why a particular Club project is different from others – that is the real news.

### 1.25.1 HOW TO SUBMIT NEWS TO THE LION

The process for submitting articles for possible publication in 'The Lion' magazine is relatively simple. The contact for stories is the Editor of the Australian edition of 'The Lion'

Report the activity as soon as possible; not months later. Start with all the facts, typewritten if possible. The writer need not be experienced.

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Simply report as if describing the project to a visiting Lion. Include all the facts and figures, as well as the human touches that make the story exciting and interesting. Don't forget to include your contact details, including phone, facsimile numbers and E-mail address, if available.

A selection of good photographs is also very welcome. Make sure they are well-focused colour prints or slides. Emphasise action. Show Lions engaged in a project and avoid a row of Lions grinning at the camera. Also, make sure that the photos are fully identified and adequately protected for mailing.

Do not write on the rear of prints - separately identify with a lightly pencilled number on the rear and use a separate numbered list.

'The Lion' is a vehicle for promoting Lionism and the humanitarian activities of Clubs worldwide.

The Association's size and quality is enhanced by the contributions of the magazine's global readership.

Refer to further details in the Public Relations section of this manual (Chapter 8).

## **1.26 LIONS CLUBS INTERNATIONAL ON THE INTERNET**

The website for Lions in Australia is <http://www.lionsclubs.org.au> The website is the key communication tool for Lions Australia with Lions and non-Lions. It provides information about current activities, the structure of the organisation, key contacts and training and other resources for members.

Lions Clubs International Headquarters have a comprehensive website, which is constantly being updated with fresh information.

The site carries monthly newsletters and Presidential messages, press releases. A useful feature is the list of e-mail addresses for all Headquarters divisions.

The latest versions of the International Constitution and By-Laws, the Standard Form Lions Club Constitution and many other publications are also available for downloading in the universal PDF format on the Lions Clubs International internet website at <http://www.lionsclubs.org>

The site incorporates links to Multiple District, District and Club sites all over the world through LionNet.

## **1.27 USE OF THE ASSOCIATION NAME AND EMBLEMS**

The International Association of Lions Clubs name, the Lions, Lioness and Leos emblems, and variations thereof are registered under copyright and as trademarks in countries around the world.

The Association has a strict policy reference the use of the name, logos, etc; details of which are given in Chapter 4 of this manual.

## **1.28 PAST CLUB, DISTRICT, MULTIPLE DISTRICT AND INTERNATIONAL OFFICERS ORGANISATIONS**

The International Board of Directors does not formally recognise past Club, district, Multiple District and international officer organisations.

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Such organisations are permissible, so long as they shall not, in operation:

- contravene the International Constitution and By-Laws and policies of the International Board of Directors;
- levy or collect dues;
- involve participation on other than a voluntary basis;

superimpose or create any governing structure over and above, or which hinders the proper function of, the regular Club, district and Multiple District organisations.

Within Australia, Papua New Guinea and Norfolk Island, there is a Past District Governors Association which exists for social purposes and to keep Past District Governors in touch with one another.

## **1.29 LIONS CLUBS INTERNATIONAL FOUNDATION**

Lions Clubs International Foundation (LCIF) is the charitable arm of Lions Clubs International (LCI). Incorporated in 1968, LCIF is a public, non-profit, tax-exempt corporation as described in Section 501-(c) (3) of the US Internal Revenue Code of 1954.

The following overview provides an insight into the activities of LCIF. For more detail, it is recommended that a copy of the publication 'Understanding LCIF' (LCIF- 45) is obtained from LCIF at the address appearing in Section 1.29.6 below. This publication can also be downloaded in PDF format from the Lions Clubs International Internet Website.

### **1.29.1 LCIF- MISSION**

'To support the efforts of Lions Clubs around the world in serving their local communities and the world community through humanitarian service, major disaster relief and vocational assistance programs.'

### **1.29.2 LCIF BOARD OF DIRECTORS**

The LCIF board of trustees comprises the LCI board of directors, plus two appointed members. The immediate past International President of Lions Clubs International always serves as Chairman of the Board of Trustees.

### **1.29.3 MELVIN JONES FELLOWSHIP**

Created in 1973, the Melvin Jones Fellowship is a major part of the LCIF donor program, named for the founder of Lions Clubs International, Melvin Jones. The fellowship is recognition of a commitment to humanitarian work, and is not an award in the tradition of Lions awards presented for specific accomplishments.

The fellowship is an honour given to individuals who contribute the equivalent of US \$1000 to LCIF, and persons for whom such donations are made by others. The fellowship is the foundation's highest honour and represents qualities such as generosity, compassion and concern for others. Beyond that description, LCIF does not provide criteria for the selection of Melvin Jones fellows.

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#### 1.29.4 LCIF GRANT PROGRAMS

Through its grant programs, LCIF provides the necessary funds to mobilise Lions to meet vital worldwide needs. LCIFs grant programs include:

##### SightFirst Grants

SightFirst grants support projects that fill the gaps between what is being done and what needs to be done to curb the rapid growth of preventable and reversible blindness. SightFirst projects respond to one or more of the leading causes of blindness: cataract, trachoma, onchocerciasis (river blindness) glaucoma and diabetic retinopathy.

The Lions Eye Health Program (LEHP), which is part of the SightFirst program, enables Lions to fight the two leading causes of blindness in developed countries: glaucoma and diabetic eye disease.

##### Standard Grants

Standard grants meet a wide range of community needs, including construction of schools and hospitals, homes for the elderly and the development of training programs for the disabled.

##### Core 4 Grants

Core 4 grants - provide grants of up to US\$200,000 for high-impact Lions' service projects, Grants are awarded for select priority projects, as identified by the board of trustees, in the areas of: sight, health, disability and youth.

##### International Assistance Grants

International Assistance Grants (IAG) fund projects that improve the quality of life through primary health care, food self-sufficiency, environmental protection, literacy and similar projects. Grants in this category require that Lions in at least two countries be involved in the project

##### Major Catastrophe Grants

Major Catastrophe grants - relieve suffering caused by catastrophes of national or international impact.

##### Emergency Grants

Emergency grants - award up to US\$10,000 to meet immediate needs for food, clothing, medical supplies or blankets following a natural disaster. (LCIF is not a primary relief agency).

##### Major International Service Program (MISP) Grants

Major International Service Program (MISP) grants - serve as an important part of LCIFs outreach and have been awarded for diabetic retinopathy research, drug awareness and SightFirst.

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### **1.29.5 LCIF DONORS**

Lions Clubs and individual members worldwide are LCIFs primary contributors. In addition, corporations, foundations and individuals not associated with the organisation contribute. LCIF does not receive any part of Lions' Club dues.

#### **Use of Donor Gifts**

Donations are disbursed as grants for humanitarian projects approved by the board of trustees. No portion of donated funds is used to cover operational or administrative expenses. By ruling of the board of trustees, these expenses must be paid from interest on investments.

### **1.29.6 CONTACTING LCIF**

Write: LCIF Attention: LCIF Public Relations

300 22nd Street Oak Brook IL 60523-8842

Phone: 630/571-5466, ext. 386 Fax: 630/571-5735

E-mail: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

Website: <http://www.lionsclubs.org>

Fax-On-Demand (English only): 732/544-2861

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## LIONS IN AUSTRALIA - PDG WILLIAM R TRESISE MBE

(1907 – 1975)

A 'frustrated' Apexian, Bill Tresise, was the founding father of Lionism in Australia. In the mid 1940's, World War 2 was drawing to a close, and at Apex Bill Tresise was elected National President 'with a two year term to re-establish the Association'.

Because of 'advanced' years (he was approaching 40), Bill was due to retire from Apex, and he therefore had a particular interest in changing the rules which required members of Apex to retire at 40. He took this to the National Convention of Apex in Launceston in 1946, but was refused permission to launch a senior Apex movement.

To a fellow imbued with the ideals of the service Club movement such as William R Tresise, this was indeed a frustration, for he had enjoyed and loved the concept of working through a Club type movement to improve the lot of the community. He did not wish to lose that fraternal feeling.

A little later, while representing the Apex Association at the World Council of Young Men's Service Clubs in the USA, a loose affiliation of Clubs with similar age limitations and goals to Apex from many of the nations of the world, Bill noticed that other senior organisations were already functioning but were not represented in Australia. His initial approach was to the Kiwanis Association, whose main interest was in helping the young. At that stage, however, Kiwanis had no interest in expanding outside the North American continent.

He then had a chance meeting with one of the Past International Presidents of Lions Clubs International - Fred Smith, from California - and from there interviews were quickly effected with another Past President, Ed Bang from Arkansas, then the Secretary-General and founder of the Lions association, Melvin Jones, from Chicago. Bill Tresise's papers tell of the meeting with Melvin Jones in front of the Lions headquarters building, then in Madison Avenue, Chicago.

After learning about the International Association and its goals, Bill was appointed provisional District Governor with powers to return to Australia and establish the first Lions Clubs on this continent. He later accepted a repeat when he was elected a full District Governor for the year 1962/63.

In a report of his early years with Australian Lions, Bill recorded that he tapered off his duties with Apex and called together a meeting of the business and professional men in his home town of Lismore to hear the story of Lions. In some minds he was looked on with suspicion and asked whether he was betraying Apex by starting 'an opposition Club'. He recorded that his answer was, "How can there be opposition in the field of service?"

So the first Club in Australia was formed in Lismore NSW, on 1st July, 1947 and the charter was presented to the first President, Jim Brown, in September of the same year. Melvin Jones sent a cable: "Congratulations to the 18th country to enter the International Association of Lions Clubs International."

Bill Tresise made his life in the field of people. Apart from his involvement with the service organisations he was interested in politics and served as Mayor of the Melbourne suburb of Hawthorn. He was involved with community progress movements and on more than one occasion was responsible for organising people to

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improve or safeguard their properties. An example of this was in the establishment of a sea wall to protect the beachfronts in the Lennox Head area on the North Coast of NSW.

He was a man who could use the spoken word with enormous power, and it was his ability to paint pictures in words, that gained him such ready access to masses of people and enabled him to rise to such heights of distinction within the Lions movement and the Apex Association.

Other Lions were to take up the development of Lions in the Antipodes. But the early establishment and the genesis came through the drive and initiative of one man, William R Tresise. The Queen recognised his efforts in his last years when she presented him with an MBE.

His final message to Lions before his passing in 1975 was:

“People say to me ‘you must feel proud’. I have no room for pride, but I do have a very warm feeling in my heart. Friendship is the most wonderful experience. Nothing is more valuable to you than giving of yourself to serve somebody. And the more you give, the more you get back.”



**PDG WILLIAM R TRESISE MBE**

**(1907 – 1975)**

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## CHAPTER 2 - THE MULTIPLE DISTRICT

### 2.1 PRELIMINARY

This chapter is a summary of the more important provisions of the International Association of Lions Clubs and Multiple District 201 Constitutions and By-Laws regarding the organisation of Multiple District 201, together with supplementary information. References are to the Constitutions for the 2001-2002 2006-2007 Lions Year.

The Chapter is not intended to be an exhaustive constitutional reference, and is provided for the information and guidance of Lion members, who are referred to the current versions of the appropriate constitutions for references. Copies are available from the MD201 National Office, and may be downloaded from the International and Multiple District websites.

### 2.2 MULTIPLE DISTRICT STRUCTURE

The basic structure of the International Association of Lions Clubs provides for the initial establishment of provisional districts in any defined territory (any nation, colony, or territory).

When a minimum of 35 Clubs and 1250 members is reached, then the provisional district is recognised as a single district, and elects a District Governor who is responsible to the International Board for the conduct of Lionism within that district.

When two or more single districts exist in a defined territory, then a Multiple District may be formed, and the constituent districts are then known as 'sub districts'. Within Multiple District 201, comprising Australia, Papua New Guinea, and Norfolk Island, the terminology 'Districts' is generally used.

The District Governors within a Multiple District form a Council of Governors, who seek to agree on policy and methods of implementing the policies of the International Board within the area covered by the Multiple Districts. They are also able to take account of localised factors such as legislative requirements and ethnic considerations.

The Multiple District organisation provides a structure where a number of districts existing in a defined territory can have common administration and activity practices under a Multiple District Constitution. It should be noted that each District Governor retains direct responsibility to the International Board for the conduct of affairs within his/her District, which operates under a District Constitution.

### 2.3 MULTIPLE DISTRICT 201 CONSTITUTION

Multiple District 201 operates under its own constitution that can only be amended at the annual Multiple District 201 convention.

The Multiple District constitution must not contravene the provisions of the Lions Clubs International Constitution, and that constitution takes precedence over the Multiple District constitution other than in matters dealing with specific requirements of Australian Law or the Associations Incorporation Act (South Australia), under which Multiple District 201 is incorporated.

The constitution is revised annually after each Multiple District convention, when amendments passed by the

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convention are documented.

The Council also has the power to make, repeal, or amend such By-Laws as it shall deem necessary for the purpose of carrying out its duties under the Multiple District 201 Constitution.

## 2.4 MULTIPLE DISTRICT 201 - PURPOSES

The nineteen Districts in Australia, Papua New Guinea and Norfolk Island together form Multiple District 201 of Lions Clubs International Inc. Multiple District 201 is incorporated as an association under that name in South Australia, under the provisions of the appropriate legislation in that State.

The purposes of the Association are:

To promote the purposes of the International Association of Lions Clubs applicable to Multiple District 201.

To hold, manage, and control an annual convention of Multiple District 201.

To take appropriate action on any matters relating to Multiple District 201 consistent with the Constitution and By-Laws of the international Association and the policies of the International Board.

To establish and maintain Trusts and foundations for the purpose of rendering help and assistance in the fields of community aid, emergency relief, and International understanding.

As for the International body, the members of Multiple District 201 are the individual Lions Clubs within the Districts comprising the Multiple District. Individual Lions are not members of the association.

## 2.5 MULTIPLE DISTRICT 201 COUNCIL OF GOVERNORS

### 2.5.1 COMPOSITION & MEETINGS

The Multiple District 201 Council of Governors consists of a Chairman and the respective District Governors then in office of the districts comprising the Multiple District.

The Chairman shall be a Past District Governor, elected by the District Governors (elect) from the District Governors for the previous year who are about to retire from the Council during or immediately prior to the Multiple District convention.

For meetings of the Council of Governors, each District Governor and the Chairman has a single vote. The Chairman does not have a casting vote, and proxy voting is not permitted in accordance with the general policy of Lions Clubs International.

Meetings of the Multiple District Council are normally held four times in each Lions year.

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## **2.5.2 FIRST VICE DISTRICT GOVERNORS**

First Vice District Governors may attend at Council Meetings (part-time) as part of the training which they receive for the post of District Governor at the District Governor-elect training seminars held in December/January/February meeting, and during the final Council meeting in each year. They have no speaking rights at such meetings.

## **2.5.3 CABINET SECRETARIES**

The meetings and training of Cabinet Secretaries are primarily a matter for each of the respective Districts comprising the Multiple District.

District Cabinet Secretaries (designate) training is held for the duration of two days, in conjunction with the December/January/February Council Meeting. Additionally, training is offered to Cabinet Secretaries (designate) prior to taking office through the use of electronic materials provided on disk or online.

## **2.5.4 POWERS OF THE COUNCIL**

The Council of Governors is the corporate structure providing effective administration of the Multiple District.

The major powers and duties of the Council are summarised as:

- Control over officers, trustees and agents, and all committees of the Council and Multiple District convention.
- Control over the property, business and funds of the Multiple Districts.
- Authority to invest funds as seen fit.
- Authority to authorise persons to sign documents, cheques, etc on behalf of the Council.
- Control of Multiple District conventions and other meetings of Multiple District bodies.
- Control over all budgetary matters of the Multiple District and Multiple District conventions.
- Ability to initiate convention notices Implementation of Multiple District convention resolutions.
- Ability to initiate convention notices of motion on any matter pertaining to Lionism in the Multiple District.
- Ability to approve and pay such authorised expenditure as it shall think fit on behalf of the Multiple District.
- However the Council is expressly not permitted to undertake any project or activity which will involve the sale of goods by Clubs, unless it has been approved by a Multiple District convention.
- The Council of Governors also have responsibility for:
- Creation of new initiatives for the growth of Lionism in Multiple District 201.
- Promotion of the purposes of Lions Clubs International.
- Taking appropriate action on all matters relating to the Multiple District consistent with the International Constitution, the policies of the International Board and the Multiple District Constitution and By Laws,
- Establishment and maintenance of foundations in support of the purposes of Lionism.

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### **2.5.5 MULTIPLE DISTRICT COUNCIL CHAIRMAN**

An Immediate Past District Governor is elected as Multiple District Council Chairman by a majority of the District Governors elect present at a meeting held immediately prior to the Multiple District Convention in each year, and serves for one year as an officer of the Council.

Under the general supervision of the International Board of Directors, he/she shall be the administrative officer of the Multiple Districts.

His/her specific responsibilities shall be to:

- Further the purposes of the International Association of Lions Clubs.
- Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning.
- Create and foster harmony and unity among districts, and assist District Governors to solve issues.
- Preside over the Multiple District convention and all Council meetings.
- Submit reports and perform such duties as may be required by the Multiple District constitution and by-laws.
- Perform other administrative duties as assigned by the Multiple District Council of Governors.
- Facilitate the timely presentation of all Multiple District accounts, funds, and records to their successor.
- Supervise all arrangements for the Multiple District Convention.
- Carry out any other duty and/or exercise any power delegated to him by the Council.
- For Multiple District 201, the powers and duties of the Council Chairman are further clarified in:

### **2.5.6 OTHER COUNCIL MEMBERS AND OFFICERS**

In addition the Council may elect to its membership, past Presidents, Vice Presidents and directors of the International Association as advisory but non-voting members.

The International Director serving our constitutional area is invited to each meeting of the MD201 Council of Governors in an advisory capacity. The International Director is a valuable means of liaison with the International Board.

The Council of Governors also appoints Council Officers who shall attend Council meetings as non-voting ex-officio members:

### **2.5.7 EXECUTIVE OFFICER**

The Executive Officer is responsible for the managerial and secretarial work of the Council. He/she must meet the requirements of the International Constitution regarding the compilation of proceedings of the Multiple District convention and other matters for which the Multiple District organisation is responsible.

He/she is responsible for the day to day activities of the Council's full and part time staff and for the Multiple

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District office, currently located in Newcastle, NSW.

He/she is also responsible for some International Office responsibilities that have been delegated or sub-contracted to Multiple District 201, an example of this work is the conduct of Club supplies sales.

The position of Executive Officer is currently on the basis of full time salaried employment in accordance with a performance based employment contract negotiated by the Council.

#### **2.5.8 NATIONAL TREASURER**

The National Treasurer is a qualified accountant who is generally responsible to the Council for the financial affairs of the Council. In addition he/she is responsible for the preparation of all necessary annual financial reports and statements.

As an agent of the Council he/she has the responsibility of ensuring that the financial affairs of the Multiple District are properly audited. He also ensures that authorised expenditure, disbursements and honoraria are approved and paid, and that budgets are prepared for consideration by the Council.

The position of National Treasurer is currently an appointment for which the incumbent receives an honorarium.

#### **2.5.9 LEGAL OFFICER**

The Legal Officer is a qualified solicitor, who is required to assist the Council, its officers, and members with constitutional matters relating to the conduct of Multiple District business. He is also the Chairman of the Multiple District Constitution and By-Laws Committee.

The position of Legal Officer is currently an appointment for which the incumbent receives an honorarium.

### **2.6 MANAGERS AND THE MANAGEMENT GROUP**

#### **2.6.1 MD201 MANAGERS**

The Council may appoint not more than four managers, one of whom is the Chairman of the Administrative committee (normally the Executive Officer). These managers are responsible for four coordinating committees.

#### **2.6.2 MANAGEMENT GROUP**

The management group comprises the Council Chairman, Executive Officer, Legal Officer, National Treasurer and the three Managers of Membership Services, Youth and Community Projects and Marketing Committees.

This group reviews reports to Council prior to the Council Meetings to ensure that all information required for Council is available in a form which will enable Council to take decisions and develop policy.

The Management Group is supported by the National Treasurer and the Legal Officer. The Executive Officer is also usually the Chairman of the Administration Coordinating Committee.

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### 2.6.3 MD201 COORDINATING COMMITTEES

The Council appoints the four coordinating committees abovementioned, each having specific responsibilities. A number of sub-committees dealing with specific portfolios, functions, and subjects are responsible to each coordinating committee. The coordinating committees are:

- Administration committee.
- Membership Services committee.
- Marketing committee.
- Youth and Community Projects committee.

These committees report to Council through the three managers and the Chairman of the Administrative Committee, normally the Executive Officer.

The structure and responsibilities of the committees of Council are shown below. The responsibilities of the committees are currently under review. Council may also establish new Committees from time to time.

### 2.6.4 MULTIPLE DISTRICT ADMINISTRATION COMMITTEE

A number of administrative committees and Multiple District Foundations report to Council via the Executive Officer, who acts as liaison and coordinates the submission of reports. The committees are:

#### THE CONSTITUTION AND BY-LAWS COMMITTEE

Membership:

This Committee is chaired by the National Legal Officer with two additional members.

#### THE WEBMASTER

Membership:

Council appoints a Webmaster to support the Multiple District Web Presence and guide policy on this matter. It is the practice of the Webmaster to co-opt other members to support this role.

#### LIONS NATIONAL HONOURS ADVISORY COMMITTEE

Membership:

Chairman and two others

The National Honours Advisory Committee provides information and advice to members who wish to seek recognition for esteemed Lions within our organisation.

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## **SERGEANT AT ARMS**

Council appoints a Sergeant at arms to organize and manage proceedings of the Multiple District Conventions.

## **MULTIPLE DISTRICT 201 INSURANCE COMMITTEE**

Membership:

The Insurance Committee is made up a Chairman and two members with industry experience.

The Committee manages insurance cover throughout the Multiple District and is discussed in detail in Chapter 9.

Convention Committees

Council establishes a Convention Committee to plan and deliver each Multiple District Convention once approved by Convention.

## **EMERGENCY RESPONSE COMMITTEE**

Membership:

Council Chairman and four District Governors

The Committee manages the Multiple District Emergency Management plan, and MD201 obligations under the Lions Alert program.

## **NOMINATIONS COMMITTEE**

Membership:

The Committee is made of the Council Chairman, Executive Officer and six District Governors. Members of the management group attend the Nominations Committee in an ex-officio capacity.

This Committee exists to receive and make recommendations upon Nominations received for committee vacancies.

## **MD201 COMMITTEE VACANCIES**

All committee vacancies are advertised in The Lion magazine together with instructions as to how and when nominations must be submitted. Committee members normally serve for three years, and are eligible for re-appointment at the end of their term of office.

A committee Chairman may be re-appointed for a further three-year term but must then retire, except in exceptional circumstances.

Each vacancy has a supporting definition statement that allows prospective candidates to assess their suitability

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for the advertised posts.

These statements can be obtained from the Executive Officer at the National office.

The results of the committee's deliberations are published in the next issue of The Lion, and advised to candidates.

#### **2.6.5 MEMBERSHIP SERVICES COMMITTEE**

The Membership Services Committee is responsible to Council for the preparation and implementation of programs that will contribute to the advancement of Lionism in Multiple District 201. It is chaired by the Membership Services Manager and comprises the following Committees:

- Leadership committee
- Membership and Extension committee
- Extension committee
- Retention committee
- Redistricting committee
- Lioness committee
- LCIF committee

All committees and chairmen in the Membership Services Group have the power, subject to budget provisions, to co-opt other members and to use members of other committees on a consultancy basis.

Where appropriate the programs developed for Lions shall be provided also to Lionesses.

#### **LEADERSHIP COMMITTEE**

Membership:

Chairman and six members.

Each of these members represents a state. The member for South Australia also represents the Northern Territory.

The role of the Leadership committee is to the plan, prepare and implement programs that will develop the leadership qualities and personal skills of Lions. The Committee also has responsibility for the coordination and training of Cabinet Secretaries.

#### **MEMBERSHIP, EXTENSION AND RETENTION COMMITTEES**

Membership:

MD 201 Membership Chairman, MD201 Retention Chairman MD201 Extension Chairman and six State Coordinators (South Australia and Northern Territory grouped together).

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The Chairmen of the Membership, Extension and Retention Committees are assisted by State coordinators appointed by the Council.

Each Committee has responsibility for the planning, preparation and implementation of programs that will encourage membership growth, the formation of new Clubs and the retention of existing members.

The Membership & Extension Chairman has a dual responsibility to Lions Clubs International and to the MD201 Council for the planning, preparation and implementation of programs which will encourage and assist the formation of new Clubs.

#### **LIONESS COMMITTEE**

Membership:

Membership Chairman and four Lioness representing South Australia/Northern Territory, Victoria/Tasmania, New South Wales and Queensland members.

The role of the Lioness committee is to plan, prepare and implement programs that will enhance the image of Lionesses throughout the Multiple District. They are also responsible for promoting the recruitment and retention of Lioness Club members.

#### **INTERNATIONAL UNDERSTANDING, COOPERATION & LCIF**

Membership:

The Committee consists of a Chairman and six members consisting of representatives of South Australia/Northern Territory, New South Wales, Queensland, Tasmania, Victoria and West Australia

The role of the International Understanding, Cooperation and LCIF committee is to coordinate approaches to International Programmes within the Multiple District. It is also responsible for dissemination of information regarding International activities through relief programmes.

#### **2.6.6 MARKETING**

The Marketing Manager is responsible to MD201 Council for the preparation and implementation of programs that will contribute to the advancement of Lionism, through the marketing of products to be sold by Lions in the Multiple District. The Manager is responsible for the activities of four chairmen and committees:

##### Committees

- Lions Cakes Committee.
- Lion Mint Australia committee.
- Lions Letters to Father Christmas.
- Club Supplies

All Chairmen and committees in the Marketing group shall have the power, subject to budget provisions, to

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co-opt Lions to assist and to use other Committee members on a consultancy basis.

#### **LIONS CAKES COMMITTEE**

##### **Membership:**

Chairman and six members, comprising notionally representatives of the 'N', 'Q', 'V', 'S', and 'W' Districts, and a District Governor appointee for the 'T' District.

The Christmas Cakes Committee is responsible to MD201 Council, through the Marketing Manager, for the efficient and cost effective operation of a National Christmas Cake Program and for planning, preparation and implementation of marketing strategies that will increase the sales of Christmas Cakes and related products approved from time to time by Convention and therefore increase the return to Lions.

#### **LION MINT AUSTRALIA COMMITTEE**

##### **Membership:**

Chairman and six members, comprising notionally representatives of the 'N', 'Q', 'V', 'S', and 'W' Districts, and a District Governor appointee for the 'T' District.

The Lion Mint Australia Committee is responsible to MD201 Council, through the Marketing Manager, for the efficient and cost effective operation of a national Lion Mint program and for planning, preparation and implementation of marketing strategies that will increase the sales of Lion mints and related products approved from time to time by Convention and therefore increase the return to Lions.

#### **LETTERS TO FATHER CHRISTMAS COMMITTEE**

The Letters to Father Christmas Chairman is responsible to MD201 Council, through the Marketing Manager. Their responsibility is for the efficient and cost effective operation of a national Christmas letters program and for the planning, preparation and implementation of marketing strategies that will increase the sales of 'Letters to Father Christmas' and the return to Lions. This is a category B Project administered by the Lions Club of Vermont Inc. (District 201 V1)

#### **AUSTRALIAN LIONS FOUNDATION**

The Australian Lions Foundation (ALF) is discussed further in detail, later in this Chapter. The Marketing Manager's sole responsibility is to receive reports from the ALF at the times predetermined by the MD201 Council and to present these reports to Council on behalf of ALF. All Council decisions relating to ALF will be transmitted to ALF through the Executive Officer.

#### **HEARING DOGS INCORPORATED**

Hearing Dogs Incorporated is a Lions Multiple District 201 project operated as an incorporated association with its own constitution, by a Chairman appointed by the Council, a Secretary/Treasurer, and a Management committee of up to twelve persons which also includes the Centre Manager who is a paid employee of Hearing Dogs Inc. The Marketing Manager's sole responsibility is to receive reports from Hearing Dogs at the times predetermined by the MD201 Council and to present these reports to Council on behalf of Hearing Dogs. All

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Council decisions relating to Hearing Dogs will be transmitted to them through the Executive Officer.

Membership of Hearing Dogs Incorporated is made up of the Council of Governors or the day. The Annual General Meeting is conducted during the final Council meeting of each year at which the Chairman delivers his annual report together with the audited accounts. All committee and executive position appointees are ratified at the AGM.

Hearing Dogs Incorporated has operated the Hearing Dog training Centre at Verdun in the Adelaide Hills since the project was commenced in 1982. The Centre employs five full time staff together with a number of part time staff that provides necessary animal care and train Hearing Dogs within Australia.

Hearing Dogs provide vital assistance to suitable hearing-impaired persons and enhance their quality of life. Four of the full time staff are directly involved in the training, delivery and associated administrative functions of the Centre.

They also have a Public Relations role with visitors to the Centre, including tourist buses which regularly visit the Centre. Visitors are welcome between 10.00am - 4.00pm Monday - Friday, but prior notification is required.

Since the project began, over 250 Hearing dogs have been delivered to hearing impaired persons all over Australia. The dogs are generally sponsored by Lions Clubs at a cost of \$1500.

## **FUNDING**

Some commonwealth funding is obtained from the Disability Services Division of the Department of Health, but the major funding for the Centre is from the contribution of 25% of the annual District profit from the sale of Christmas cakes.

This funding arises from motions passed at the 1981 Canberra Multiple District Convention.

These motions provided for 25% of the District profit from cake sales to be retained to support a Multiple District Activity, subsequently named as the Lions Hearing Dog program in a further Motion. The 25% deduction can be withheld by the Districts at their individual discretion.

Other sources of funding include the sale of promotional items at the Centre and individual donations from Lions Clubs.

## **Sponsorship**

Any Lions Club is able to sponsor the provision of a Hearing Dog to a suitable recipient. However it is cautioned that not every case of hearing impairment is suitable for assistance by a dog. Additionally, it is not possible for the recipient to have other dogs on the premises.

Full details are available from the Executive Officer at the Training Centre; see the current Multiple District Directory for further details.

## **AUSTRALIAN LIONS DRUG AWARENESS FOUNDATION**

The Australian Lions Drug Awareness Foundation (ALDAF) is discussed further in detail later in this Chapter.

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The Marketing Manager's sole responsibility is to receive reports from ALDAF at the times predetermined by the MD201 Council and to present these reports to Council on behalf of ALDAF. All Council decisions relating to ALDAF will be transmitted to ALDAF via the Executive Officer.

## **2.6.7 YOUTH AND COMMUNITY PROJECTS**

The Youth and Community Projects Manager is responsible to MD201 Council for the planning, preparation and implementation of programs endorsed by Multiple District Conventions that will advance the principles of Lionism in the Multiple District.

- This Manager is responsible for the activities of the following committees.
- Lions Opportunities for Youth Committee comprising of the:
  - Youth Exchange Committee
  - Youth of the Year Committee.
  - Leo Committee
  - Peace Poster and Lions Services to Children
  - Community Projects Committee comprising of the:
    - Australian Lions Children's Mobility Foundation.
    - Prostate Cancer Awareness Project.
    - Government Youth Initiatives.

The committee and individual project Chairman in the Youth and Community Projects group shall have the power, subject to budget provisions, to co-opt other persons within the fields of the various community projects to act in a consultative capacity.

### **YOUTH EXCHANGE COMMITTEE**

Membership:

Chairman, Secretary/Treasurer and up to eight members.

The Youth Exchange committee is responsible to MD201 Council, through the Youth & Community Projects Manager, for the promotion of the Youth Exchange Program as a Lions Clubs International official youth project.

The committee undertakes the planning, preparation and implementation of programs that will enhance the Youth Exchange program throughout Multiple District 201.

### **YOUTH OF THE YEAR COMMITTEE**

Membership:

Chairman and up to six members who shall be the designated State Coordinators for the Youth of the Year project.

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The Youth of the Year committee is responsible to MD201 Council through the Youth and Community Projects Manager, for the promotion of the Youth of the Year Quest.

The committee undertakes the planning, preparation and implementation of programs that will enhance the Youth of the Year Quest throughout the Multiple District.

#### **LEO COMMITTEE**

Membership:

Chairman and up to six members who shall be designated State Coordinators for the Leo Committee.

The Leo Committee is responsible for the promotion of Leos, as the Lions Clubs International official Youth Development Project.

#### **PEACE POSTER**

Membership:

Peace Poster Chairman

The Peace Poster Chairman is responsible for the promotion and coordination of the International Peace Poster contest which promotes a peace theme each year.

#### **PROSTATE CANCER AWARENESS PROJECT**

Membership:

Prostate Cancer Awareness Chairman

The Prostate Cancer Awareness Project was adopted as a Category A project of the Multiple District in 1996. It is responsible for the promotion and the coordination of Prostate Cancer awareness throughout the Multiple District.

#### **AUSTRALIAN LIONS CHILDREN'S MOBILITY FOUNDATION**

Membership:

Chairman and up to ten Trustees who shall represent the Districts of Multiple District 201. The Trustees shall also be elected to hold offices such as Registrar, Secretary and Treasurer.

The Australian Lions Children's Mobility Foundation was adopted as a Category A project of the Multiple District at the 1999 Multiple District Convention.

The purpose of the Foundation is to support the purchase of mobility equipment such as David Hart and other walkers, manual and powered wheelchairs for children with Cerebral Palsy or other physical disablement.

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## 2.7 MULTIPLE DISTRICT 201 FOUNDATIONS

A number of major financially self-supporting Foundations exist within the Multiple District. Each of these Foundations has a constitution and governing body that is responsible to the Council of Governors. Such bodies are supported by Lions Clubs across Australia.

The Executive Officer is responsible for liaison between these Foundations and the Council. A brief description of each of these Foundations follows:

### 2.7.1 AUSTRALIAN LIONS FOUNDATION

The Council of Governors of the day formed the Australian Lions Foundation (ABN 66 029 809 115) in 1981, and the Foundation was formalised at the 1983 MD201 Convention held in Mt Gambier.

The Foundation operates under three Trust Deeds, which have the approval of all State and Territory Attorneys General, the Australian Federal Government, the Australian Taxation Office and Lions Clubs International.

#### ALF Trust Deed No. 1

Provides help and assistance in all forms for Public Relief, Emergency Aid and Community Welfare, for persons in needy circumstances within Australia.

Deed No. 1 is funded by designated voluntary gifts from Lions Clubs, Lions districts, the public and interest from designated investment funds; as determined by the ALF Trustees from time to time. Gifts of two dollars [\$2.00] or more are tax deductible.

#### ALF Trust Deed No. 2

Provides help and assistance in all forms for Public Relief, Emergency Aid and Community Welfare projects anywhere in the world.

Deed No.2 is funded by undesignated voluntary gifts from Lions Clubs, Lions districts and the public, the ALF Awards program and interest from designated investment funds as determined by the ALF Trustees from time to time.

#### ALF Trust Deed No. 3

Provides help and assistance in all forms for Public Relief, Emergency Aid and Community Welfare in developing countries approved by the relevant Minister of the Commonwealth Government of Australia.

Funding for Deed No. 3 comes from designated voluntary gifts received from Lions Clubs, Lions districts, the public and interest from designated investment funds as determined by the ALF Trustees from time to time. Gifts of two dollars [\$2.00] or more are tax deductible.

#### ALF Trustees

Six Trustees representing each state/territory manage the affairs of the Foundation. The Trustees meet four times per year to review the affairs of the Foundation and to consider all applications for assistance that have

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been received since the previous Trustee Meeting.

### Grants

Clubs and Districts are encouraged to submit applications to the Foundation for assistance with intended projects of any size.

The Foundation does not guarantee to meet all applications, or to provide complete funding for any project. The goal of the Foundation is to assist the applicant Club or district, subject to Foundation Grant guidelines and ALF funds being available if they do not have sufficient funds to carry out a project. The decisions of the Trustees are final, and no correspondence will be entered into regarding those decisions.

### Emergency Grants

The Foundation makes Emergency funds available to Clubs and Districts to immediately assist people affected by earthquakes, floods, bush fires, droughts etc. The Foundation also assists the MD201 Council of Governors, when requested, to administer national and international appeal funds.

### Funding

Funding of the Australian Lions Foundation comes from gifts by Lions, Lioness and Leo Clubs, Lions Zones and Districts, individuals, bequests and interest earned from investments.

### Award Program

The Australian Lions Foundation has an award program in which Clubs and Districts can participate by sending an undesignated gift to the Foundation. These awards are available to Clubs and Districts who wish to recognise and honour an individual or group, including non-Lions.

Brief details of the currently available awards are given in the following paragraphs. Further information is available from any one of the Trustees of the Australian Lions Foundation. Please refer to the current MD201 Directory for contact details.

#### William R Tresise Fellow Award

This award, named after the founder of Lionism in Australia, will be presented to a Lion, Lioness, Leo or non-Lion where the nominating Club, Zone, District or other Lions group makes an undesignated gift of \$2000 to the Australian Lions Foundation in honour of that person.

The gift must be designated as a 'William R Tresise Fellow Award' contribution, at the time it is made. The Award can be paid for in two equal instalments over two years. Each payment must specify the award, even though the recipient is unnamed at the time of payment.

The nominated recipients, honoured as a William R Tresise Fellow, will receive an appropriately inscribed wall plaque together with a lapel badge.

#### Ian M Stockdale Humanitarian Award

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This award is named after past International Director Ian Stockdale MBE, a most popular and respected member of the Lions organisation. Ian was co-founder of the Lions Licola Village.

He was a true Christian gentleman who devoted his life to ensuring a bright future for others.

The award is obtained through making an undesignated gift of \$1,000 to the Australian Lions Foundation.

Such an undesignated gift may be made by a Club, Zone, District or other Lions group who wishes to honour a Lion, Lioness, Leo or a non - Lion or Group with this prestigious award. The gift is to be designated as an Ian M Stockdale Humanitarian Award contribution at the time it is made. The award can be paid for in two equal instalments over two years. Each payment must specify the award; even though the recipient is unnamed at the time of payment.

The nominated recipient honoured with an Ian M Stockdale Humanitarian Award, will receive a large framed and appropriately inscribed coloured certificate together with a lapel badge.

#### James D Richardson Honour Award

This award is named after James D Richardson BEM, who in 1958 was the first Australian to serve as a Director on the International Board of Directors.

The award is achieved through making an undesignated gift of \$500 to the Australian Lions Foundation, from a Club, Zone, District or other Lions Group that wishes to honour a Lion, Lioness, Leo or a non-Lion or group. The gift must be designated as a 'James D Richardson Honour Award' contribution at the time it is made.

The James D Richardson Honour Award can be paid for in two equal payments over two years. Each payment must specify the award; even though the recipient is unnamed at the time of payment. The nominated recipient will receive a framed and appropriately inscribed certificate and a lapel badge.

#### ALF Banner Patch

Clubs that donate \$250 during any fiscal year will receive a banner patch.

#### ALF Website

<http://www.lionsclub.org.au/alf>

### **2.7.2 AUSTRALIAN LIONS DRUG AWARENESS FOUNDATION (INC) (ALDAF)**

The Australian Lions Drug Awareness Foundation was formed by Australian Lions Clubs in 1984 as the Lions-ADFA Foundation Inc. and was a joint project between the Lions of Australia, Papua New Guinea and Norfolk Island and Alcohol and Drug Foundation Australia. The termination of the joint venture was endorsed at the MD201 Multiple District Convention in 1990, and the Foundation was subsequently renamed.

The Foundation is now totally owned and controlled by the Lions, Lioness and Leo Clubs of Multiple District 201. The Board of Directors is elected by delegates from the member Clubs.

Lions, Lioness and Leo Clubs of Multiple District 201 primarily charge the Foundation with the development and

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provision of suitable drug awareness resources and materials for use in their own local communities.

In addition it seeks to involve the wider community in the work that the Lions of Australia, Papua New Guinea and Norfolk Island are doing in this most difficult field.

The Objectives of ALDAF are:

- To promote awareness of alcohol and other drug abuse especially the predisposing factors.
- Develop education and prevention activities, especially in local communities.
- Encourage and facilitate personal, social and community involvement in support of the aim.
- Participate in campaigns in line with the aim of the Foundation.
- Actively promote and support counselling and rehabilitation programs.
- A wide range of support material is available from the Foundation via District Chairmen or the Foundation at the address shown in the current Multiple District 201 Directory.
- The Foundation relies on donations from both members of the Lions organisation and other concerned citizens and corporations.
- A primary source of funding are is the Dr Harry Jenkins fellowship issued by the foundation.

#### Dr Harry Jenkins Fellowship

The Australian Lions Drug Awareness Foundation issues the Dr Harry Jenkins Fellowship as a means of recognising outstanding service, and raising funds for the Foundation.

The fellowship is obtained through the donation of \$1000 to the Foundation, paid either as a lump sum or over two years.

Fellows are expected to have a background of service to Drug Awareness or education as a prerequisite for the granting of the fellowship, which comprises an appropriately inscribed wall plaque.

Further information may be obtained from any State Director, refer to the current edition of the Multiple District 201 Directory.

### **2.7.3 MD201 AUSTRALIAN LIONS MULTIPLE SCLEROSIS FOUNDATION INC.**

The Australian Lions Multiple Sclerosis Foundation Inc. originally commenced as a project of Mackay Host Lions Club (201Q2) in 1990, and was adopted as a Multiple District 201 project at the Albury - Wodonga Convention in 1995. The Foundation supports research work in the field of multiple sclerosis (MS), by the provision of grants.

Funding results from the financial support of Lions Clubs throughout Australia.

#### Betty Cuthbert Award

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All Clubs that donate \$1000 or more will receive or can nominate a recipient for a Betty Cuthbert Award. This Australian sportswoman, as an MS sufferer, has consented to this Award to express the thanks of people with Multiple Sclerosis.

Contact details for the Foundation can be obtained from the Multiple District 201 Directory.

## **2.8 MULTIPLE DISTRICT CONVENTION**

A Multiple District Convention is held each year, generally over a four-day period in early May. The Convention is also the Annual General Meeting for the Multiple District.

The Convention has two main objectives. Firstly, to give the membership a forum to debate and resolve amendments to the Multiple District constitution and policies and projects conducted by the Multiple District, and secondly, to celebrate and promote Lionism within Australia.

### **2.8.1 ANNUAL GENERAL MEETING**

The Convention also meets the Australian legal requirements for the holding of an Annual General Meeting (AGM), arising out of the incorporation of Multiple District 201 under South Australian legislation. The most important aspect of the AGM is undoubtedly the presentation and adoption of the accounts for the fiscal year.

### **2.8.2 OTHER CONVENTION EVENTS**

For each Convention, interesting guest speakers are programmed and an active social program is arranged, often including 'Home Hospitality' evenings at which groups of members are entertained by the Convention Host Clubs.

Forums on subjects of interest to Lions Club members are held, and it is worthy of note that attendance at these forums is a condition for the payment of Fares equalisation.

### **2.8.3 BIDS FOR MULTIPLE DISTRICT CONVENTIONS**

Arrangements for Multiple District Conventions are the constitutional responsibility of the Multiple District 201 Council, which determines the selection criteria for the Host City, and considers proposals received from Clubs.

Delegates at the Convention held three years prior to each event make the actual decision as to the location of each Convention.

Following the decision as to the Host City, the Council appoints a Convention Organising Committee and Chairman for each Convention.

The Chairman and Committee are then responsible to the Council for the detailed arrangements and conduct of the Convention.

Clubs interested in bidding for future Conventions must ensure that their proposals reach the Executive Officer of the Multiple District prior to 1<sup>st</sup> January in the year of the Convention at which the location is to be determined.

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In view of the amount of detailed information required, Clubs are recommended to obtain a copy of the documents relating to the requirements for such a submission well in advance of the submission date. Enquiries should be made to the Executive Officer of the Council at the National office.

#### **2.8.4 NOTICES OF MOTION FOR DISCUSSION AT A MULTIPLE DISTRICT CONVENTION**

The following summary concerning convention notices of motion is intended to be general in nature, and does not necessarily reflect the full requirements. Careful study of the current MD201 Constitution requirements and early consultation with the MD201 Legal Officer is strongly recommended for those Clubs intending to submit matters for consideration.

Whilst there are circumstances in which motions do not require the prior approval of a District Convention, it is generally considered that all motions have a better chance of success having gained the support of a District Convention.

Clubs originating motions are strongly recommended to carefully study the Clauses of the MD201 constitution dealing with such motions to ensure that they comply with all constitutional requirements.

In addition, it is recommended that Clubs carefully investigate the background of any matter to be raised with their District/Multiple District officers. It may well be found that the matter has been previously raised and rejected; alternatively that the action proposed is impracticable for some good reason.

There can be nothing worse than wasting the time of a Convention with a poorly researched motion, which generally meets with the fate that it deserves, and reflects badly upon the originating Club and/or district.

#### **GENERAL REQUIREMENTS**

All motions (other than Project Motions-see 2.18.3) for discussion at a Multiple District Convention must be submitted to the Executive Officer at the National office not less than sixty days prior to the opening of the Convention.

#### **Constitutional Notices of Motion**

The MD201 Council reports Notices of Motion proposing amendments to the constitution are acceptable from Clubs, District Cabinets and District Conventions as well as from the Council. Such Motions require a two thirds majority of those present and voting at the Convention for approval.

#### **PROJECT NOTICES OF MOTION**

Notices of Motion dealing with existing or proposed Multiple District projects require the prior approval of a District Convention, and must be received by the Executive Officer prior to the 1<sup>st</sup> January in the year preceding the commencement date of the Convention not less than ninety days prior to the opening of the Convention.

Notices of Motion making minor amendments to projects may be acceptable as an ordinary notice of motion, but it is strongly recommended that such notices be discussed with the Legal Officer prior to the deadline for consideration as a full Project Motion.

A Project Motion concerning a new project must classify the project as an 'A', 'B' or 'C' project in accordance with

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the relevant paragraphs of the constitution. Any financial commitment of participating Clubs, and of MD Council, must be defined in all such Notices of Motion.

A Notice of Motion seeking to establish a Category 'C' project must receive a two-thirds majority vote of those present and voting at the Multiple District Convention. Notices of Motion seeking to establish either a Category 'A' or Category 'B' project require only a majority vote.

#### Late Notices of Motion

Under certain circumstances, Late Notices of Motion may be considered by the Convention.

Before a Late Notice of Motion can be brought before the Convention, a separate enabling motion must receive a two-thirds majority of those present and voting.

### **2.8.5 VOTING DELEGATES – MD201 CONVENTION**

Delegates to the annual Multiple District Convention are appointed by Lions Clubs in good standing on the basis of one (1) voting delegate and one (1) alternate for every ten (10) members or major fraction thereof of the Club members in good standing.

The 'major fraction of ten thereof' is clarified as five (5) or more members.

When calculating the number of members for the purpose of determining the number of delegates to which a Club is entitled, regard shall be given only to those members of the Club who have been financial members in good standing for at least one year and a day.

Each District Governor is an ex officio voting delegate to the Multiple District Convention during his year of office; note that this entitlement in his capacity as District Governor does not affect the total of votes to which his own Club is entitled as a result of total membership.

## **2.9 DISTRICT BOUNDARIES WITHIN MD 201**

District boundaries within Multiple District 201 are specified in the most recent Multiple District 201 Convention decision approved by the International Board relating to redistricting, as amended by any subsequent decisions of the International Board in regard to Single District transfers of individual Clubs.

As at 1 July 2007, there are nineteen (19) Districts comprising Multiple District 201. In accordance with a resolution of the international board in October 2006 any existing six 'V' Districts are to be redistricted so as to comprise five 'V' Districts with effect from the 4th July 2007, the existing boundaries are as defined in Notice of Motion NM21 passed at the Darwin Convention in 1990. The outcome of this Motion was affected by a small number of subsequently approved single district transfer decisions; together with Notice of Motion NM15 relative to South Australian districts passed at the Perth 2000 Convention.

Should any doubt arise as to inter-district boundaries, inquiry should be made to your District Governor or District CBL Chairman for advice.

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### 2.9.1 REDISTRICTING PROCEDURES

The International Constitution provides that a district or districts wishing to become a Multiple District, or a Multiple District desiring to change or re-district any one or more existing sub districts in any way shall submit a redistricting proposal to the International Board for approval.

Such a proposal shall have the prior approval of a Convention of the District or Multiple Districts.

A district must comprise a minimum of 35 Clubs in good standing and a total membership of 1,250 Lions Club members unless otherwise approved by a two-thirds vote of the International Board.

The Multiple District 201 constitution provides that when a district fails to meet the requirements laid down in the International Constitution, the Council shall request the District Governor to implement the District Rebuilding program. Should the District still not meet the requirements after two years from the request, then the Council may instruct the MD201 Redistricting Committee to make 'recommendations for the redistricting of such district'.

### 2.9.2 SINGLE CLUB TRANSFER

A simpler procedure, Single Club Transfer, not requiring the approval of a Multiple District Convention, exists for use when a single Club wishes to change Districts.

It allows the transfer of an individual Club to another District, subject to the approval of the District Governors concerned, and the International Board.

## 2.10 THE NATIONAL OFFICE

The National Office is the 'Head Office' and Secretariat of Multiple District 201 in Australia. It is led by the Executive Officer and a small team of staff.

The Executive Officer is the Council's principal staff officer, exercising overall management responsibility for Council's operations. The Executive Officer leads the National Office, and with the Council Chairman and Management Group, manages the business of the Multiple District. The Executive Officer recommends policy and directions, acts as the administrative officer for the International Association of Lions Clubs within Australia, represents and speaks on behalf of the Multiple District to media, government agencies and other non-government organisations.

The work undertaken at the National office covers a variety of activities. The key roles are listed below:

#### Governance and Secretariat Functions

- Arrange, convene and report on Council Meetings
- Arrange, convene and report on management group meetings
- Organise, plan and operate the MD Convention
- Arrange functions and assist representation of Australian Lions at the International Convention
- Financial: Manage and operate a financial system to support programs and operations of the Multiple

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- Publications and Supplies: Prepare, manufacture, source and distribute the full range of supplies and materials for the operation of Lions Clubs within Australia
- Committees: Support the operations of Multiple District Committees according to policy.
- Profile and public relations: Provide the public face of Lions in Australia

Communications: Manage communications within the Multiple District, particularly through the Multiple District website, the National Magazine 'The Lion' and other tools as needed.

## 2.11 'THE LION' MAGAZINE AUSTRALIA AND PAPUA NEW GUINEA EDITION.

A separate edition of The Lion magazine is published for Australia, Papua New Guinea and Norfolk Island; and a copy is forwarded by mail to every Lion in Multiple District 201. This publication is a major communication link with Lion members in our Multiple District.

Six issues of the edition are published each year under contract to Lions Clubs International, with editorial material originating from both International Headquarters in Oak Brook and the editorial office.

The editorial policy of the magazine is the responsibility of Executive Officer and Council. The National office controls distribution of the magazine using member information in the LCI 'WMMR' database

Under the contract with Lions Clubs International, the Multiple District is required to publish certain directed material, and to comply with International policy relating to both content and advertising. In return, the International Office refunds that portion of the International Dues component relating to the production and distribution of the magazine.

Due to the comparatively small production numbers of the Australian and Papua New Guinea edition and high distribution costs within Australia, it is not possible to meet the full production and distribution costs from the refund of International revenue. Multiple District 201 has to meet a proportion of the total cost through member dues.

The Lion' magazine contains messages from the International President, International Board decisions and information, a message from the Multiple District Council Chairman which includes decisions of Council, articles on various phases of Lionism, district and Club projects, coming events etc.

The magazine is an excellent vehicle for the exchange of ideas, not only for fundraising but also for humanitarian and community projects. It is also a useful membership tool for telling members what other Lions are doing.

## 2.12 MULTIPLE DISTRICT DIRECTORY

Each year the Multiple District office produces the Multiple District 201 Directory that has the primary purpose of listing contact and meeting details for all Australian Lions Clubs.

Directories, either in paper format or by means of a compact disc are supplied to each Club for distribution among the members of such Club. Each Club may determine to accept directories either in paper format and/or by way of a compact disc provided that the total directories shall not exceed the total membership of the Club as

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at the 31st January in each year. Districts are charged on the number of directories each Club receives, and the charge for CD or paper copies is the same.

In the absence of advice to the contrary from a Club, the Executive Officer will provide Directories to such Club according to the following formula:

- (i) One Directory in paper format for each member up to a maximum of twelve members;
- (ii) One compact disc for each ten members, or part thereof, in excess of the twelve members referred to in Clause (i)

The Directory also acts as a 'Year Book' for Lion members in our Multiple District, since it also lists names and contact details for District Officers and Cabinets. Presently, additional listings include:

- Multiple District Council officers
- District Governors and Partners
- International Officers
- Multiple District Committees
- Foundations
- Holders of ALF and ALDAF awards
- Past International Directors
- Past District Governors.
- Convention Details
- Current details of the Lions Insurance program
- Membership figures
- District Committees and Officers

Much of the directory content originates from Club details provided for International and District organisations electronically entered into the WMMR database. (In the absence of access to internet contact your District or Cabinet Secretary.)

It is essential that each Club completes election processes and submits the WMMR on-line by 31st March in each year so that the editing and publication /dispatch schedule for the directory may be maintained. (In the absence of internet access, the Club Secretary must contact the District or Cabinet Secretary)

In the event Club details are not submitted on time it is likely that the previous year's contact and meeting details will be published in the new edition.

## 2.13 MD201 ADMINISTRATION MANUAL

The MD201 Club Administration Manual (this manual) is compiled and edited by the Information Committee as a requirement of the MD201 Constitution. The manual gives much of the information required for the correct operation of Lions Clubs. The MD201 Constitution requires that this Manual be kept up to date.

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Due to differences in State legislation, there is still a requirement for Districts to issue supplementary information, which may also include special administrative requirements for their District. Club officers should ensure they are in possession of, and comply with such supplementary directions from their own District.

## **2.14 MULTIPLE DISTRICT FINANCES**

The Multiple District National Treasurer has responsibility to the Council for the budgeting, maintenance and operation of the various administration and activity funds of the Multiple District. He prepares financial reports for each meeting of Council, and arranges for the preparation and auditing of the Annual reports presented to the MD201 Convention.

## **2.15 MULTIPLE DISTRICT DUES**

The Multiple District is funded by the Multiple District elements of dues paid by each Club per head of membership. The total amount varies from time to time as determined by Convention decisions.

GST is payable on MD201 Dues only, as the Multiple District is obliged to register for GST in view of its annual turnover.

These dues are paid by the Club on behalf of each member, and incorporated, together with International and district dues, in the semi-annual Club dues paid by each member.

The dues are collected from each Club by District Treasurers on behalf of the Multiple District. Club contributions are assessed on each Club's membership as at 1st July and 1st January in each year; and are payable by 31st August and 28th February respectively.

## **2.16 MULTIPLE DISTRICT 201 FUNDS**

A number of funds or accounts exist for the purpose of apportioning dues and income.

The Council has the power to establish funds or open accounts, as it thinks fit. The following funds exist under the Constitution as at June 2006. The appropriate Clause of the Constitution is shown in parenthesis at the end of each paragraph.

### **2.16.1 MULTIPLE DISTRICT COUNCIL FUND**

Covers the administrative expenses of the Council of Governors. (Clause 45.1)

### **2.16.2 MULTIPLE DISTRICT COUNCIL ASSIGNMENT FUND**

Covers assignments resolved by the Multiple District Convention, such as expenses of Council Officers in attending Conventions on Council business, and the promotion of the growth of Lionism within the Constitutional area.

### **2.16.3 INTERNATIONAL FUND**

Covers the expenses of attendance by Council Officers at International Conventions on the business of Council.

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(Clause 45.4)

#### **2.16.4 MULTIPLE DISTRICT CONVENTION FUND**

Covers the administration costs of Multiple District Conventions, other than hospitality. Note that the Conventions are required to be self-funding in respect of all hospitality costs. (Clause 45.6)

#### **2.16.5 THE LION – AUSTRALIA AND PAPUA NEW GUINEA EDITION MAGAZINE FUND**

Covers the costs of producing, publishing and distributing the magazine to all Club members at regular intervals, without further costs to such members. Note that this fund is supplemented by that portion of International Dues refunded by International Headquarters as a result of MD201 undertaking the publication and distribution of the Australia and Papua New Guinea edition. (Clause 45.7)

#### **2.16.6 CONVENTION FARES EQUALISATION FUND**

Assists in defraying the travelling expenses of not more than two accredited delegates of Clubs located outside a radius of 1,200 kilometres from the Multiple District convention centre. The delegates must not claim or be paid fares equalisation if they are directly or indirectly funded under any other fund or source associated with the International Association or affiliate thereof, other than their Club. (Clause 45.8.1)

#### **2.16.7 CLUB MEMBERSHIP AND LEADERSHIP DEVELOPMENT FUND**

Covers expenses associated with the Multiple District membership and leadership development programs. (Clause 45.9)

#### **2.16.8 INSURANCE FUND**

Covers fees for insurance undertaken by the Council on behalf of Clubs, Club members, members of Lions foundations or organisations, Lions ladies, voluntary helpers, property policy. The fees for such insurance are limited (at April 2002) to a maximum of \$16.00 per head including GST.

Provision is also made for the Council to accept certain risks relating to the bonding of Officers of Council, District Cabinets, or any Club or Lions Foundations. (Clause 49) (Clause 45.9.10)

#### Multiple District Projects and Activities Fund

Used to cover or offset MD201 expenses associated with the conduct of existing Multiple District 201 Convention approved Service projects up to the year 2005. Clubs may make a voluntary contribution from their Activities account to this fund. (Clause 45.9.12)

#### Lioness Program Fund

Sponsoring Clubs of Lioness Clubs contribute \$5.00 per Lioness member to this fund on an annual basis. (Clause 46)

#### Youth Exchange Fund

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This fund covers the administrative costs of the Youth Exchange program. Each Club member contributes \$0.50 per annum which is payable from the Activities account. (Clause 47)

#### Public Relations and Information Fund

Meets the costs of Public Relations and Information activities within the Multiple District. Each Club member contributes \$2.30 per annum which is payable from the Administration account. (Clause 48)

#### International President Promotion Fund

Exists to meet potential costs for the support of a candidate for International Second Vice-President.

The fund also supports the justified expenses of an Australian International Director, during his term of office, up to \$10,000 per year. This funding is reviewed every four years. (Clause 49)

#### Directors and Officers Indemnity Fund

Meets the costs of indemnity insurance for Club, District, and Multiple District Officers and Directors. Each Club member contributes a sum not to exceed \$3.40 per annum (plus GST) which is payable from the Administration account. (Clause 50)

#### Australian Lions Foundations

Foundations or funds under the general name of the Australian Lions Foundation exist to receive donations and to render help and assistance in all forms for public relief, emergency aid, community welfare projects and International Understanding. Refer to Section 2.11 of this Manual for further details. (Clause 52)

#### International Board Committee Expenses Fund

Used to reimburse International Board appointees for legitimate expenses that cannot be reimbursed within the Lions Club International rules of audit, up to a maximum of \$5,000 during the term of their appointment.

The funds for reimbursements derive from interest on the balance of the International President Promotion Fund (refer to Section 2.16.8 of this manual) (Clause 55)

## **2.17 THE LIONS AUSTRALIA BRAND**

Successive Councils have developed the “Lions Australia branding, depicted in the logo below.



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The branding, in silver and blue, is designed to represent a fresh, new, smart and distinctly Australian image for Lions. It incorporates the international logo and extends it with the words 'Lions Australia' that is the customary way we refer to our Multiple District.

The branding also incorporates a striking blue coloured swirl on the reverse side of letterheads, business cards and publications. The blue represents our Australian flag and the swirl represents the 'leading lights' that Lions are, within their communities.

Over time, additional products will be available using the new branding.

The branding is adopted by the Multiple District for use in all of its promotion, publications and materials. Although the MD encourages the use of the new style by Australian Clubs and districts, its adoption by them is entirely at their discretion.

## **2.18 CORPORATE PARTNERSHIPS**

### **GM HOLDEN**

The Multiple District entered a sponsorship agreement with Holden in April 2008, for a period of 3 years. The sponsorship agreement includes:

Financial Sponsorship

Beneficial arrangements to purchase motor vehicles for fundraising purposes

Assistance with the Multiple District Convention

Joint promotion

There are some obligations on the Multiple District and participating districts with respect to this agreement, and Clubs are encouraged to engage with local dealers to arrange promotions and activities to assist our humanitarian objectives.

### **NAB**

The NAB has supported the Lions Youth of the Year projects for over a decade, providing both financial sponsorship and the volunteer efforts of their staff to support this program that benefits more than 2500 young Australians each year.

**LIONS AUSTRALIA VALUES THE SUPPORT OF OUR CORPORATE PARTNERS AND THANKS THEM FOR THEIR CONTINUED INVOLVEMENT IN OUR PROGRAMS**

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## JAMES D. (JIM) RICHARDSON BEM

1910 – 1987



Jim Richardson, of Brunswick Heads in Northern New South Wales was the Charter President of the Lions Club of Mullumbimby which was established in September 1952, the fifth Club in Australia – but can take much of the credit for the early expansion of Lionism within Australia.

He was elected an International Director of Lions Clubs International for the period 1958-1960.

A retired hotelier, Jim was for eight years a heavy bomber pilot in the RAAF and served three years as President of RSS & AILA.

Five seems to have been a recurring number for Jim, not only was his Club the fifth in Australia, but he served as President of his Club five times and he was the fifth District Governor of the area and the last to administer the district by himself.

At the time he was District Governor, there was only one district in Australia with Clubs in Queensland, New South Wales and Victoria. During that year over 50 Clubs were formed which resulted in the need to have two districts in 1957-58.

This was a record number of new Clubs in a year and his territory stretched from Cairns in the north to Launceston in the south.

Jim Richardson was recognised as one of the finest public speakers in our organisation but during his last year on the International Board was tragically struck by cerebral thrombosis during a Board Meeting which deprived him largely of his power of speech.

His wife, Pam, was a tower of strength over the years and a tireless worker for the aged and the needy.

Undoubtedly, Jim Richardson will be recognised as one of the early District Governors in Australia who did the most to spread the growth of Lionism throughout the Nation.

Former International Staff Representative Jim McLardie said that the current generation of Lions really knew little about the total involvement that was necessary by the early pioneers. They had heard about Bill Tresise who was responsible for the first few Clubs but little of men like Bill Berge Phillips, Sid Packham, Merv Pentreath, Ray Ware and Jim Richardson whose efforts have been largely forgotten but who were the real builders of Lions in Australia.

No-one formed more Clubs in Australia than Jim Richardson.

The Australian Lions Foundation (ALF) recognised his contribution to the early years of Lions Clubs in Australia with the James D Richardson Honour Award for donations of \$500.00 to the Foundation.

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## CHAPTER 3 - THE LIONS DISTRICT

The following chapter is a brief description of the structure and organisation of the Lions district under the requirements of the International Constitution. In practice there are many differences between various districts as to detailed organisation, and it is not within the scope of this manual to examine these differences in detail.

For convenience in constitutional references, Lions Clubs International refers to 'Sub Districts', 'Transitional Districts', and 'Provisional Districts'. For all other purposes of the Association, such districts are known simply as 'districts'.

### 3.1 DISTRICT ORGANISATION

The International Association of Lions Clubs is divided, for administration purposes, into districts under the control of a District Governor who is elected by the representatives of the Clubs within that district at an annual district convention. Currently, (2006) the association comprises over 740 districts.

Lions Clubs within a defined territory are divided into districts with a minimum of 35 chartered Lions Clubs in good standing, but must have a total membership of at least 1250 Lions in good standing before they can elect a District Governor.

### 3.2 TRANSITIONAL DISTRICT

Should an established district fail to maintain the minimum number of Clubs and members specified, it is permitted two fiscal years to regain the qualifying numbers (see 3.1 above).

If the district fails to achieve the numbers, it automatically becomes a transitional district and loses the right to formally elect a District Governor until it again has those numbers.

If such a situation persists, it may well trigger a Multiple District redistricting proposal which will redistribute membership between districts so that the requirements of the international constitution can be met. Such a procedure will require the approval of a majority of the District Conventions within the Multiple District and the approval of a Multiple District Convention.

### 3.3 PROVISIONAL DISTRICT

A Provisional District is one in the development stage and which has never attained district status.

When 17 or more Lions Clubs with a membership of 450 Lions in any nation, colony or territory have been chartered, Lions Clubs International may form such Clubs into a Provisional District and appoint a District Governor who shall form a cabinet.

When a Provisional District attains 35 Lions Clubs with 1250 Lions it becomes a District and elects its own District Governor.

### 3.4 MULTIPLE DISTRICT ORGANISATION

A Multiple District is a defined territory comprised of two or more sub districts, with such districts having a

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community of interests. The District Governors of such districts then form a Multiple District Council, set up under a Multiple District constitution, which coordinates and administers Lions affairs within the Multiple District.

It is important to be aware that the Multiple District organisation cannot overrule the authority of a District Governor within his own district. The Multiple District organisation relies on the continuing cooperation of the Governors of the districts concerned, and exists to coordinate Lions policy and activities in the defined territory.

### **3.4.1 MULTIPLE DISTRICT 201**

ON 1 July 2007, Multiple District 201 (Australia, Papua New Guinea and Norfolk Island) comprised 19 Districts set up under the requirements of the International Constitution.

Full details on the organisation of this Multiple District appear in Chapter 2 of this manual.

## **3.5 DISTRICT GOVERNOR**

Each district in good standing elects, at the annual district convention, a District Governor to serve for the following year. This election is conducted by secret written ballot in accordance with the provisions of the International constitution and the respective district constitution.

International By-Laws Article III Sns 4 & 9

The District Governor, under the general supervision of the International Board of Directors, represents the Association within his/her district. He/she is responsible to the International Board for the conduct of Lionism within his/her District.

The District Governor takes office at the close of the International Convention in his/her year. Except in very exceptional circumstances and by the direct decision of the International Board, a Governor may serve for one year only and may not be re-elected for a second term.

He/she divides the district into regions (if he/she so wishes) and zones and appoints the District Officers.

In addition to being the chief administrative officer in the District, the Governor has direct supervision of all members of his/her cabinet.

The more specific responsibilities of the District Governor include:

- Furthering the purposes of the association.
- Supervising the organisation of new Lions Clubs.
- Promoting cordial relations among the chartered Lions Clubs.
- Presiding over all cabinet, convention and other district meetings.
- Visiting Clubs according to the guidelines set out by Lions Clubs International.
- Representing his/her district as a member of the MD Council of Governors.
- Presenting a financial statement to the district convention.

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### 3.6 FIRST AND SECOND VICE DISTRICT GOVERNORS

A Vice District Governor will be elected by secret ballot at the District Convention. His/her candidature is on the understanding that he/she will proceed to be elected as District Governor for the next Lions year.

He/she shall be an active member in good standing of a chartered Lions Club in good standing within his/her district.

He/she shall also;

- Have served or will have served at the time he/she takes office as Vice District Governor, as President of a Lions Club, as a Zone or Region Chairman, or as Cabinet Secretary, or Cabinet Treasurer, and have secured the endorsement of his/her Club or a majority of the Clubs in the district.
- Further the purposes of the Association.
- Familiarise himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office.
- Perform such administrative duties as may be assigned to him /her by the District Governor.
- Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governors Manual and other directives.
- Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor.
- Participate in the preparation of the District budget.
- Be actively engaged in all matters to be continued during the next year.
- Participate in the review of strengths and weaknesses of the Clubs of the district: and at the request of the District Governor, supervise appropriate district committees.

#### 3.6.1 FIRST VICE DISTRICT GOVERNOR

A First Vice District Governor is to be elected by secret ballot at the District Convention. His/her candidature is on the understanding that he/she will proceed to be elected as District Governor at the expiration of the term of the Office.

The qualifications for the Office of First Vice District Governor are as follows:-

- (a) An active Member in good standing of a Club in good standing in the District.
- (b) The endorsement of his/her Club or of a majority of the Clubs in his/her District.
- (c) Currently serving as the Second Vice District Governor or in the event of a vacancy in that position who otherwise fulfils the qualifications for the Office of Second Vice District Governor.

#### 3.6.2 SECOND VICE DISTRICT GOVERNOR

A Second Vice District Governor is to be elected by secret ballot at the District Convention. His/her candidature is on the understanding that he/she will proceed to be elected as First Vice District Governor at the expiration of

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the term of the Office.

The qualifications for the Office of Second Vice District Governor are as follows:-

- (a) An active Member in good standing of a Club in good standing in the District.
- (b) The endorsement of his/her Club or of a majority of the Clubs in his/her District.
- (c) Have served or will have served at the time of assuming Office as:-
  - (i) President for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for not less than two additional years.
  - (ii) Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

### **3.6.3 VACANCY IN THE OFFICE OF FIRST OR SECOND VICE DISTRICT GOVERNOR**

In the event of a vacancy in the Office of First or Second Vice District Governor the vacancy is to be filled in accordance with the provisions of the Constitution and By-Laws of the relevant District.

## **3.7 DISTRICT CABINET**

As required by the Lions Clubs International constitution, each District Governor must have a District Cabinet consisting of the District Governor as Chairman, the immediate past District Governor, the Vice District Governor, and the following appointed District officers:

- Cabinet Secretary, Cabinet Treasurer and Constitution and By-laws Chairman. Note that these positions are sometimes combined. For some Districts, the titles of 'District Secretary' and/or 'District Treasurer' are in use
- Region Chairmen (if appointed)
- Zone Chairmen
- Such other District Chairmen as the District Governor may appoint

The District Cabinet usually meets four times during each year. District officers are appointed by the District Governor Elect prior to the start of his year of office, so that they may prepare for their tasks.

Lions interested in progressing to District Cabinet level should make their interest known to the District Governor Elect for consideration as soon after his/her election as possible.

Each District officer is available to advise and assist your Club with any matters related to his or her specific portfolio.

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Clubs are encouraged to take advantage of the experience and expertise of District officers. If Clubs wish to know more about specific district officers' portfolios, then they should invite the appropriate Chairman along to a Club meeting.

### **3.7.1 CABINET SECRETARY AND CABINET TREASURER (OR SECRETARY-TREASURER)**

The duties of the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer where the offices are combined) are also defined in the Lions Clubs International by-laws.

According to Article VI, Section 5, (e) of the International by-laws, the Cabinet Secretary and Cabinet Treasurer shall act under the supervision of the District Governor. The general responsibilities of each shall be to:

Further the purposes of the International Association.

Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurers Manual and other directives.

### **3.7.2 CABINET SECRETARY**

For Multiple District 201, a separate manual giving the Cabinet Secretaries duties in considerable detail is issued from the National office. Such duties include, but are not limited to, the following:

- Carry out the secretarial duties of the district under the supervision of the District Governor;
- Prepare the agenda for all cabinet meetings and distribute it together with the cabinet officer's reports to all members of cabinet;
- Attend all cabinet meetings, recording the minutes;
- Attend to all correspondence;
- Maintain and collate the membership records and reports of Clubs in the District and submit them to the International Office. Maintain the circulation list of the Australian edition of 'The Lion' magazine;
- Carry out any other duties allocated by the District Governor.

Many districts have Assistant Cabinet Secretaries or District Administration Officers to assist with the considerable work load. There is an increasing tendency for District Governors to appoint separate records officers for duties associated with the maintenance of district records.

From time to time during the Lions year, meetings of the cabinet secretaries are convened by a Chairman appointed by the Multiple District 201 Council.

These meetings are held in association with the meetings of the MD201 Council of Governors, and discuss district administrative matters. Each year, the meeting approves the manual of detailed procedures for use by Club Secretaries.

### **3.7.3 CABINET TREASURER**

The Cabinet (or District) Treasurer is responsible, under the supervision of the District Governor, for the financial affairs of the district. His /her duties include, but are not limited to:

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- Preparation of a district budget for the approval of the Cabinet and the District Governor;
- Collection of Multiple District 201 and District dues from Clubs;
- Maintenance of the financial records of the District;
- Payment of all accounts upon approval;
- Render accounts as required;
- Banking of all receipts;
- Provide financial reporting to each cabinet meeting;
- Arrange for auditing and presentation of audited accounts and overview of the compliance of Clubs with state legislation regarding submission of audited accounts;
- Carry out such other duties as directed by the District Governor.

#### **3.7.4 DISTRICT CONSTITUTION AND BY-LAWS OFFICER (CBL OFFICER)**

The CBL Officer is responsible for advising the District Governor on matters connected with the constitutions and by-laws, and carries out such other duties as the District Governor may require.

He/she advises the District Governor, cabinet and Clubs on matters pertaining to his/her portfolio.

The CBL Officer should not be referred to as the 'Legal Officer'.

### **3.8 REGIONS AND ZONES**

Lions Districts may be divided for administration purposes into a number of regions and zones, each presided over by Region Chairmen (where appointed) and Zone Chairmen respectively.

The District Governor has discretion whether or not to appoint Region Chairmen during his term of office.

The duties of the Region and Zone Chairmen are defined in the Lions Clubs International By-Laws Art VI Section 5 (c) and (d) and are reproduced below.

### **3.9 REGION CHAIRMAN**

The District Governor divides the District into regions of up to 16 Lions Clubs in good standing. Optionally, he/she may appoint a Region Chairman.

Article VI, Section 5, (c) of the International by-laws states that the region Chairman (where appointed), subject to the supervision and direction of the District Governor, shall be the chief administrative officer in the region.

#### **3.9.1 REGION CHAIRMEN – DUTIES AND RESPONSIBILITIES**

The specific responsibilities of Region Chairmen shall be to:

To further the purposes of the International Association.

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Supervise the activities of the Zone Chairmen in the region also such District Committee Chairmen as may be assigned by the District Governor.

To play an active role in organising new Clubs and in strengthening weak Clubs.

Perform such other functions and acts as may be required of him by the International Board of Directors through the Region Chairman's Manual and other directives.

### **3.10 ZONE CHAIRMAN**

The District Governor divides the District into zones consisting of between 3 and 8 Lions Clubs, and appoints a Zone Chairman for each zone.

The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman (if appointed), is the chief administrative officer in the zone.

#### **3.10.1 ZONE CHAIRMEN – DUTIES AND RESPONSIBILITIES**

The specific responsibilities of the Zone Chairman are:

- To further the purposes of the International Association.
- To serve as Chairman of the District Governor's Advisory Committee in the zone and, as such, to call regular meetings of that committee.
- To play an active role in organising new Clubs and keep informed on the activities and well being of all Clubs in the zone.
- To perform such other functions and acts as may be required by the International Board of Directors through the Zone Chairman's Manual and other directives.

In addition to the above, the Zone Chairman acts as Chairman of the District Governor's Advisory Committee for the zone.

#### **3.10.2 REGIONS AND ZONES – GENERAL**

Your Region Chairman and/or Zone Chairman are there to advise and help you at any time. If you are unsure of anything, do not hesitate to ask them.

Region and Zone Chairmen are required to make official visits to your Club during their terms of office and it is expected that they will be the guest speakers on such occasions. In addition to this official visit, they are also expected to visit your Club meetings on other occasions during the year.

##### Zone Meetings

The Zone Chairman serves as Chairman of the District Governor's Advisory Committee in the zone and in this capacity is required to call regular meetings of this committee. The President, Secretary and Membership Committee Chairman of each Club are expected to attend these meetings and the Treasurer and any other Club members are welcome and encouraged to attend.

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It is normal to hold four District Governor's advisory meetings (DGAM) during the course of the year. The purpose of the DGAM is to discuss matters of mutual interest to the Clubs in each zone and to provide an opportunity for the Clubs to have an input to the District Cabinet meeting by way of comment, criticism or recommendations.

### 3.11 DISTRICT CHAIRMEN

In addition to appointing the cabinet officers listed above, the District Governor may appoint District Chairmen to the District Cabinet. Such chairmen normally have specific project responsibilities.

Article VI, Section 5, (f) of the International By-laws, states that other District Cabinet members, subject to the supervision of the District Governor, shall perform such functions and acts as may be required of them by the International Board of Directors and by provisions of the respective constitutions and by-laws. A summary of these duties appears below.

#### 3.11.1 DISTRICT CHAIRMEN – DUTIES AND RESPONSIBILITIES

The duties of District portfolio.

Do not hesitate to contact them if they can Chairmen are generally to be responsible for specific administrative or fundraising activities.

Such activities are typically Christmas Cakes, Lion Mints, Insurance, Youth of the Year Quest, etc. The District Chairman acts as coordinator within the District between Club level activities and District, state or Multiple District levels.

District Chairmen will correspond with your Club from time to time during their term of office and welcome the opportunity to address a meeting of your Club on their particular help you in any way, however, do give reasonable notice if you wish them to attend a meeting of your Club.

### 3.12 DISTRICT CONSTITUTION

Each District has a District Constitution, generally based upon the pro-forma constitution issued by Multiple District 201 and published as an appendix to the Multiple District 201 Constitution.

Whilst the District Constitution may not override the International Constitution in any way, it must also provide for the specific areas of state and territory legislation affecting registered charities, incorporation and similar matters. In view of this requirement, Districts now have a version of the Lions Club Standard Form Club constitution relevant to their state or territory.

This legislation differs widely between states and territories in MD201. Each Club must have copies of the District Constitution, and be aware of the additional requirements of local legislation. Your Cabinet Secretary will be able to assist you.

District organisations are generally incorporated in accordance with the Associations Incorporation legislation for their states.

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### 3.13 DISTRICT CONVENTION

Each District in good standing must hold a district convention annually. The convention is the forum for the election of district officers and provides a forum for debate and decision on matters affecting the District. In addition, it serves as an Annual General Meeting required by Australian State Incorporation legislation.

At the Convention, the District Governor, First Vice District Governor and Second Vice District Governor are elected and the choice of a Convention host Club and location for the District Convention to be held two years ahead is decided.

The Convention discusses and decides action to be taken on matters pertaining to the district, which are consistent with the constitution and bylaws of the International Association of Lions Clubs. Such business takes the form of motions submitted by the District Cabinet or Clubs within the district.

Many Districts are associated with foundations and institutes set up to administer health and other projects; and it is normal for the District to elect their representatives on the boards of management for such bodies at the District convention.

The District Convention also provides an opportunity for forums and training sessions, and importantly, social functions providing opportunities for fellowship between Lions.

#### 3.13.1 ELECTIONEERING

Most Districts impose limitations on electioneering material and incentives utilised to support candidates for the office of District Governor or vice District Governor, or other officers elected at the convention.

Such limitations differ from district to district. The Multiple District Rules are as follows:

“13.2.1 Every candidate seeking election to the position of Council Chairman of Multiple District 201 shall comply with the following prescriptions:

- (a) No form of electioneering shall take place until sixty days prior to the meeting convened to elect the Council Chairman for the ensuing year.
- (b) Electioneering material shall be limited to one sheet of paper which shall not exceed A4 (210mm x 297mm) in size, but which may be printed on both sides thereof.
- (c) The material shall contain a statement of facts on the candidate's history, family and professional or business background, and may contain a statement by the candidate on his policies for his term of office if elected.
- (d) The material may include a report by the candidate's District.
- (e) Colour printed material may be used.
- (f) If the material is to contain a photograph of the candidate, it shall be current photograph which does not depict any other persons and may include the partner.

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

(h) No candidate or candidates or other persons shall call together any Districts for the purpose of electioneering, nor shall any candidate or candidates address any such groups for the purpose of electioneering.

(i) In the event that any candidate or person acting on behalf of any candidate shall contravene any of the prescriptions of this section, the council Chairman or a person nominated by him shall, immediately prior to the subject election, inform the Delegates assembled of such contravention.

Election support material for any candidate shall be limited to one sheet not to exceed A4 in size.

Printing must be in black on white paper, a photograph of the candidate may be included.

Electioneering material may be distributed to Clubs no later than fourteen days prior to the election.

Notwithstanding the above election material may be included in the satchel handed to Lions on registering for convention.

No organised function, reception, giveaways or other promotions shall be permitted."

### **3.13.2 CONVENTION DELEGATES**

Each Lions Club in good standing appoints delegates to represent them at the District Convention on the basis of 1 delegate and 1 alternate for every 10 Lions members in good standing, or a major proportion thereof. 'Major proportion' is interpreted as six or more members. Clubs having fewer than 10 members are entitled to one delegate or alternate. Each delegate or alternate must have been a financial member of the Club for at least one year and one day.

The District Governor has voting rights in his district. In the majority of MD201 districts all past District Governors also have separate voting rights at their district conventions. In each case, these votes are independent of the Club voting entitlement.

Each Club should send its full quota of delegates to participate in the election of the District Governor, the choice for future convention host Club and any action taken on matters pertaining to Lionism in the district.

District organisations require that the names of voting delegates appointed by the Club be nominated to the District/Cabinet Secretary by each Club Secretary. A District form often exists for this purpose and must be submitted according to the instructions provided by the Cabinet Secretary.

## **3.14 DISTRICT MAGAZINE**

The District newsletter or magazine should keep Clubs and Lions members up to date on what is going on at District level and in Clubs in the District.

It is generally a more cost effective method for the District Governor and Cabinet Officers to convey their

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'message' in an article in a magazine than by letters to Clubs. The format of District magazines varies widely, with newsletters or magazines being published monthly or bi-monthly.

### **3.15 DISTRICT BOUNDARIES**

District boundaries are as determined by resolution of the Multiple District 201 convention from time to time.

Districts/Clubs must not fundraise, conduct projects or in any way work outside of their boundaries without the approval of their own District Governor and the District Governor of the District in which it is proposed to work. The term 'fundraising' includes the solicitation of funds by means of telemarketing.

### **3.16 DISTRICT GOVERNORS COMMITTEE**

This committee exists in some Districts, and generally consists of Past District Governors or very senior Lions. It is appointed by the District Governor to investigate and advise him/her and the District Cabinet on matters which are referred to the committee.

These matters may be perhaps recommendations arising out of a District Governors Zone Advisory Committee meeting, overspending against budget on a particular account, or policy matters.

### **3.17 DISTRICT PROJECTS**

From time to time Districts decide to conduct a project; eg, a District essay competition, a special fundraiser for medical research, a camp for disadvantaged children etc. These projects require approval from District Convention, and generally involve the appointment of a District Chairman. An alternative may be the designation of a particular Club to be responsible for such a project.

Many Districts also operate foundations or institutes connected with medical research or similar matters.

In many cases there is also International, Multiple District, or District constitutional requirements to be met.

Lions/Clubs charged with managing district projects are generally required to report to each cabinet meeting on the state of the project.

### **3.18 NON-LIONS ORGANISATIONS**

From time to time Districts and Clubs receive mass circulated appeals from outside organisations for assistance in money or kind. It is a requirement that these organisations obtain the approval of the District Governor before approaching the district or Club.

Before supporting external appeals for assistance from such organisations, Clubs should ensure that they have the approval of the District Governor.

It should be remembered that such appeals often result in our organisation being used as 'de facto' fund raisers for other organisations. Often, this means that organisation gets the public relations credit for work done by our Clubs.

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We must always remember that our organisation must retain a high profile to secure the support of the public in our work. We cannot afford to 'gift' that profile to others by default.

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## CHAPTER 4 - THE LIONS CLUB

### OBLIGATIONS OF A CHARTERED CLUB

As given in Article I Section 4 of the International By-Laws, the obligations of each chartered Club, to remain in good standing, are as follows:

Collect from each member, except as otherwise provided in the By-Laws, minimum annual dues to cover International and District (single, sub-district and Multiple District) dues and such other expenses as are necessary for Club administration.

Submit such regular reports to the association's office as may be called for by the International Board of Directors.

Abide by the constitution, by-laws and the policy of the International Board of Directors.

Attempt to resolve all disputes arising at the Club level according to the Club Dispute Resolution Procedure set out, from time to time, in the policy of the International Board of Director

### 4.1 THE CONSTITUTIONAL AND LEGAL POSITION

As with any organisation, there must be rules and guidelines for a Lions Club to operate properly, and it is important that Club officers are very familiar with the rules, which are expressed in the Constitutions which exist for the International Association, the Multiple District, the District, and the Club. Often, guidelines or policy also exist to interpret the basic requirements of the Constitutions. The primary objective of the constitutions is to ensure that all members of the Club have equal rights. The following Constitutions should be in the possession of each Lions Club:

- The International Association of Lions Clubs Constitution and By-Laws Publication LA1, an amended version of which is published in July of each year following the International Convention. The text of the publication is also available for download on the Lions Clubs International Internet site.
- Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws is normally reissued in June of each year by the Multiple District office following the Multiple District 201 Convention. The text of the publication can also be found on the Multiple District 201 Internet site
- Standard Form Lions Club Constitution and By-Laws Publication LA - 2 as amended from time to time by Lions Clubs International, and distributed to all Clubs. The text of the publication can also be found on the Lions Clubs International Internet site. Most Australian Districts have special versions, necessary to comply with local legislation - refer to Para 4.2.

It should always be remembered that each Lions Club is an equal member of the International Association, which is responsible for the organisation and Chartering of Lions Clubs. Accordingly the International Constitution is the document having precedence over all other Constitutions except in matters of local legislation.

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Each Lions Club is chartered under the auspices of the International Association of which it is a member, and must therefore comply with the policy laid down by the International Board of Directors.

Reference to the purposes of the Association contained in Article II of the International Constitution will reveal that a major objective of the Association is to coordinate the activities and standardise the administration of Lions Clubs.

A little thought will reveal the difficulties of such a task when applied to nearly 45,000 Clubs in over 180 different countries, having differences in law, religion, and customs.

It is for this reason that the intermediate level of District management and associated Multiple District organisations exist around the world.

These organisations exist to coordinate the administration and activities of Clubs within the framework set up by the International Constitution.

Sections 1 & 2 of this manual describe the fundamental organisation of the International Association of Lions Clubs and of Multiple District 201, made up of the twenty districts which currently comprise Lionism in Australia, Papua New Guinea and Norfolk Island. The District organisation is described in Chapter 3.

## 4.2 STANDARD FORM CLUB CONSTITUTION

The International Board has adopted the following policy: --

‘That the International Board of Directors shall and hereby does adopt the Standard Form Club Constitution and By-Laws as the recommended form for all Lions Clubs and decrees that the same, as amended from time to time by the International Board, shall be and hereby is deemed to be the duly adopted Constitution and By-Laws of each and every Lions Club which shall fail to adopt a Constitution and By-Laws of its own.’

However, the foregoing statement of policy does not prevent Clubs amending the Standard Form Club Constitution and By-Laws, providing such amendments do not conflict with the Constitution and policies of the International Association.

Also, the International document does not and cannot take account of local legislation which must also be complied with by Lions Clubs around the world. For this reason, amended forms of the Standard Form Club Constitution have been adopted for the States and Territories in MD201. Clubs should ensure that they adopt the correct constitution, and should seek advice from the district constitution and by-laws officer to that end.

## 4.3 REFERENCES TO STANDARD FORM CLUB CONSTITUTION

Each Australian state now has a specific version of the Club constitution which has been prepared to comply with the requirements of Australian Commonwealth and State legislation.

Whilst individual State and Territory documents are all based on the International document LA2, reference systems differ from State to State. It is important to note that the references in this manual are to the basic document published by Lions Clubs International (Publication LA - 2).

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#### 4.4 CLUB AUTONOMY

New Lions are sometimes told that their Club is autonomous. Contrary to this, Lions are also informed that their Club is affiliated with the International Association of Lions Clubs.

Clubs are chartered by the International Association and are bound by the International Constitution. Club autonomy does exist, but it is autonomy within the guiding framework of the International Constitution.

No chartered Lions Club is able to prepare or amend a Club constitution in a manner that will conflict with the requirements of the International Constitution. Such action will mean that the Club will not be complying with the terms of the charter under which it has been set up. In these circumstances, the International Association may decide to withdraw or suspend the Club charter.

#### 4.5 STATE LEGISLATION

Due to differing state legislation, Lions districts in most Australian states now issue a version of the Standard Form Constitution which incorporates the specific legal requirements of each state relating to Incorporation and other matters. It is strongly recommended that Lions Clubs adopt the Constitution applicable to their State.

For further details, and if it is considered that any amendment is necessary, the Club should contact the District Governor or Constitution and By-Laws Officer in their District for advice, prior to taking any action.

In all states there are legal requirements for registered charities, and again these differ widely. In many cases, substantial legal penalties for contravention of legal requirements exist. The majority of Lions Clubs in Australia are now incorporated under the legislation applicable to their state, and again there are differing requirements.

It is beyond the scope of this manual to detail the specific requirements for each state. Club officers must ensure that they are aware of and comply with requirements of this sort. Advice on these matters as they apply to your Club can be obtained from your District Governor or constitution and by-Laws Chairman.

#### 4.6 STRUCTURE OF A LIONS CLUB

As we have already discussed, the International Association of Lions Clubs charts every Lions Club, and that Club is then a member of the International Association of Lions Clubs. It is worth clarifying that individual Lions are members of their individual Lions Club only, but not of the International Association which comprises Clubs only.

When a Lions Club is chartered, it is specified that the Club must have twenty members at the date of formation.

The requirement for minimum membership is not enforced following granting of a charter. The International Association considers that twenty members is the desirable minimum membership necessary to form a Club which can conduct service work in a community, and budgets for Club support functions on that basis.

#### 4.7 CLUB OFFICERS

Article VIII of the Standard Form Club Constitution gives details of the required Club Officers and their duties.

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## 4.8 CLUB OFFICERS

The Officers of a Lions Club are the President, immediate past President, the Vice President(s), Secretary, Treasurer, Lion Tamer, Tail Twister (optional), Membership Director and all elected directors.

No person shall be eligible to hold Club office unless he/she is an active member in good standing.

No officer shall receive any compensation for any service rendered to the Club in his/her official capacity with the exception of the Secretary, whose compensation, if any shall be fixed by the board of directors within MD201.

### 4.8.1 DUTIES OF CLUB OFFICERS

#### PRESIDENT

Is Chief Executive Officer of the Club; presides at all meetings of the Board OF Directors and the Club; issues the call for regular and special meetings of the Board of Directors and the Club.

Appoints the standing and special committees of the Club and cooperates with chairmen thereof to effect regular functioning and reporting of such committees. He/she shall see that regular elections are duly called, noticed and held.

He/she shall cooperate with, and be an active member of, the District Governor's advisory committee of the zone in which the Club is located.

#### IMMEDIATE PAST PRESIDENT

He/she and the other past Presidents shall officially greet members and their guests at Club meetings and shall represent this Club in welcoming all new service-minded people in the community served by the Club.

#### VICE-PRESIDENTS

If the President is unable to perform the duties of his/her office for any reason, the vice-President next in rank shall occupy his/her position and perform his/her duties with the same authority as the President.

Each Vice President shall, under the direction of the President, oversee the functioning of such Club committees as the President shall designate.

#### SECRETARY

He/she shall be under the supervision and direction of the President and the Board of Directors and shall act as the liaison officer between the Club and the district in which the Club is located and Multiple District 201, and the association. In fulfilment of this, he/she shall:

- Submit regular monthly and other reports via the Cabinet (District) Secretary to the International Office of the association containing such information as may be required.
- Submit to the District Governor's cabinet such reports as it may require including copies of regular

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membership and activities reports;

- Cooperate with and be an active member of the District Governor's zone advisory committee.
- Have custody and keep and maintain general Club records, including records of minutes of Club and board meetings; attendance; committee appointments; elections; addresses and telephone numbers of members; and members Club accounts;
- Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed to the Club, collect and turn the same over to the Club Treasurer and obtain receipts;
- Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors. Note that, in MD201, Club Officers have Insurance bonding cover.

#### **TREASURER**

He/she shall:

- Receive all monies, from the Secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the Board of Directors;
- Pay out monies in payment of Club obligations only on authority given by the Board of Directors. All cheques and vouchers shall be signed by the Treasurer and countersigned by at least one other officer, determined by the Board of Directors;
- Have custody and keep and maintain general records of Club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the Board of Directors of the Club;
- Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors. Note that, in MD201, Club officers have insurance bonding cover.

#### **LION TAMER**

The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the Club, including flags, banners, gong, and gavel. He/she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting;

- He/she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, and literature as required at Club and board meetings;
- He/she shall give special attention to ensure that each new member sits with a different group at each meeting so that he/she can become better acquainted.

#### **TAIL TWISTER (OPTIONAL)**

- He/she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on Club members;
- There shall be no ruling from his/her decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the Board of Directors of this Club, and no member shall be fined more than twice at any one meeting;
- The Tail Twister may not be fined except by the unanimous vote of all members present;

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- All monies collected by the Tail Twister shall be immediately turned over to the Treasurer and a receipt be obtained.

#### **MEMBERSHIP DIRECTOR**

The Membership Director shall be the Chairman of the Membership Committee. The responsibilities for this position shall be:

- Development of a growth program specifically for the Club and presented to the Board of Directors for approval;
- Provide regular encouragement at Club meetings for recruitment of quality members.
- Ensuring proper recruitment procedures;
- Preparation and implementation of orientation sessions;
- Reporting to the Board of Directors on ways to reduce the loss of members;
- Coordination with other Club committees in fulfilling these responsibilities;
- Serving as a member of the zone level Membership Committee.

### **4.9 CLUB BRANCH PROGRAM**

A recent new policy allows Clubs to form branches permitting the expansion of Lionism into geographical areas where local populations may be too small, or other difficulties exist to prevent the formation of a traditional Club. The branch meets as a committee of the parent Club and conducts service activities in its community.

The members of the branch are granted membership in the parent Club and the branch by membership invitation issued by the Board of Directors of the parent Club. Membership shall be in one of the five categories listed in Article III Section B of the Standard Form Club Constitution.

The members comprising the branch elect a Coordinator and Vice Coordinator. The Coordinator shall also be a member of the parent Club's Board of Directors and be encouraged to attend general and/or board meetings of the parent Club. He/she prepares branch records and a report of planned branch activities, a monthly financial report and coordinates efforts to encourage open discussion and effective communication between the branch and parent Club.

Members of the branch are encouraged to attend scheduled meetings of the parent Club. The parent Club shall designate a member of the parent Club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the third officer of the branch.

The members of the branch may vote on activities of the branch and are voting members of the parent Club, when in attendance at meetings of the parent Club. Branch members shall be calculated in parent Club meeting quorum requirements only when present in person at the parent Club meeting. Attendance at branch meetings fulfils regular Club attendance requirements.

Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. Such funds should be distributed within the branch community unless otherwise specified. The Board of Directors of the parent Club may authorise the branch coordinator to countersign cheques and vouchers authorised for payment by the parent Club's Board of Directors.

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A Club branch may be disbanded by a two-thirds vote of the entire Board of Directors of the parent Club.

## 4.10 NEW CENTURY LIONS CLUBS

A further recent initiative of the International Board is the New Century Lions Club.

The New Century Lions Club gives adults up to age 35 the ability to create a Lions Club that fits their lifestyle and need for flexibility. Providing hands-on projects and more extensive use of technology to ease Club administration, New Century Lions Clubs is an exciting new endeavour that offers members:

The same rights, privileges and responsibilities common to all Lions Clubs members;

Empowerment to choose service activities based on individual interests and community needs;

The knowledge and strength of more than 44,500 existing Lions Clubs worldwide.

### 4.10.1 NEW CENTURY CLUB ACTIVITIES

What kinds of activities might a New Century Lions Club choose to pursue? Anything from building housing for disadvantaged people to environmental projects or working with young people - projects that will help their communities and ignite their volunteer spirit. Choice and flexibility are important elements of a New Century Lions Club.

Quality individuals in your community: young professionals, emerging community leaders, current and former Leos, young parents and children of Lions are looking for ways to give back to their community. You can share the benefits of Lions with the young adults in your community by sponsoring a New Century Lions Club.

Here is how you can obtain more details on New Century Lions Clubs:

### 4.10.2 ORDER A NEW CENTURY EXTENSION KIT

The New Century Lions Club Extension Kit has everything you will need to sponsor a New Century Lions Club.

- Application for New Century Lions Club Charter
- Charter member applications
- Making it Happen - a guide for New Century projects
- Guide for Chartering a New Century Lions Club
- Membership brochures

To order, contact the New Clubs and Marketing Department via e-mail at [newcenturyClub@lionsclubs.org](mailto:newcenturyClub@lionsclubs.org) or fax (USA) (630) 571-1691

## 4.11 CLUB BOARD OF DIRECTORS – COMPOSITION

A Board of Directors, whose members are appointed by Club members each year, governs each Lions Club.

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Webster's Dictionary defines 'Board of Directors' as a 'number of persons appointed to sit in Council for the management or direction of some public or private business'.

The Lions Club standard form constitution Article VIII Section A specifies a Board of Directors comprising the President, immediate past President, Secretary, Treasurer, the Vice Presidents, Lion Tamer, Tail Twister (optional), Membership Director, Branch Coordinator (if required) and all elected directors.

With effect from the October 1998 International Board meeting the appointment of a Tail Twister was made optional.

Where a Branch Club exists, the Branch Coordinator serves as a member of the Board of the parent Club.

This thirteen/fourteen member Club board structure has each of three Vice Presidents responsible to the President for a number of chairmen or sub committees, each of which in turn has responsibility for nominated portfolios.

## 4.12 ALTERNATIVE BOARD STRUCTURE

In Australia and other communities having small populations spread over a wide geographical area, there are an increasing number of small Clubs having memberships between ten and twenty members.

For such Clubs, the appointment of a thirteen or fourteen member Board is impractical. In recent years this reality has brought about a tendency to appoint a reduced number of directors in some Clubs.

It should be clarified that such a reduction or even (for larger Clubs) an increase in the number of directors is perfectly acceptable under the constitution; but it is stated that half of the directors shall be elected annually for a two year term. This last requirement is to achieve some continuity between successive boards of directors.

An alternative Club Board structure using a single Vice-President is shown in Exhibit 'G' published in the Standard Form Club Constitution. With this alternative, a single Vice President responsible to the President is elected. Each board member accepts responsibility for a number of portfolios that may in turn each have a Club Chairman or committee. This structure may be more suitable for a smaller Club, which is in any case likely to have fewer activities.

It should be noted that the terminology 'all elected directors' does not specify the number of directors, or their specific duties. In effect, there is no prescription within the Standard Form Club constitution for any director/committee format, and Clubs are recommended to choose that structure which suits them best, with the number of members and the efficient transaction of business being the key points in the decision.

Generally, the structure of a Club does not alter often during its lifetime; but should there be a large change in membership for any reason, the Club should consider whether the previously used structure is still the most efficient for the conduct of business, and take this into account at the time of electing the Board for the following year.

In practice it is strongly recommended that the Club membership should agree on the type of Club structure they prefer, and that this structure should remain constant wherever possible.

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#### **4.12.1 THE 'QUORUM' – HOW MANY?**

It is important, however, that the constitution of the board as elected be recorded in the minutes of the Club, bearing in mind that Article IX Section D specifies the quorum for a board meeting as a simple majority of board members actually present at the meeting and voting.

Section D also states that the act of a majority of board members present at a meeting shall be the act and decision of the entire board. The wisdom of formally recording the number of members actually appointed to the board can be appreciated.

#### **4.12.2 PROXY VOTING**

In this connection, it should also be noted that the policy of the International Board is that proxy voting is not permitted within the International Association of Lions Clubs; and for this reason the terminology 'present and voting' is often used.

#### **4.12.3 DUTIES AND POWERS OF THE BOARD**

It shall constitute the executive board of this Club and be responsible for the execution, through the Club officers, of the policies approved by the Club.

All new business and policy of this Club shall be considered and shaped, first, by the Board of Directors for presentation to and approval by the Club members at a regular or special Club meeting.

It shall authorise all expenditures and shall not create any indebtedness beyond the current income of this Club, nor authorise disbursement of Club funds for purposes inconsistent with the business and policy authorised by the Club membership.

It shall have power to modify, override or rescind the action of any officer of this Club.

It shall have the books, accounts and operations of this Club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any Club funds by any officer, committee or member of this Club. Any member of this Club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this Club.

It shall appoint the surety for the bonding of any officer of this Club.

It shall not authorise, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club by which funds are raised from the public.

It shall submit all matters of new business and policy to the respective standing or special Club committee for study and recommendation to the board.

It shall name and appoint, subject to approval of the Club membership, the delegates and alternates of this Club to district (single or sub- multiple) and international conventions.

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It shall maintain at least two separate funds governed by generally accepted accounting practices. The first fund is to record administrative monies such as dues, tail twisting fines and other internally raised Club funds.

A second fund shall be established to record activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section above.

#### **4.12.4 STANDING CLUB COMMITTEES**

Committees are a way in which Lions Club members can serve their Club, and in which a Lion member can take initiatives for service, and show leadership that helps both Club and community.

In deciding the best and most workable structure for a particular Club, always keep in mind that the most valuable possession of a Lions Club is the time of the members. That time can never be replaced, and tedious committee meetings that waste the time of members may well be a cause for membership loss.

Committee appointments are the prerogative of the Club President following his/her election.

Each Lion can serve on one or more committees and these committees report through a Director or Vice-President to the Board of Directors.

Only board decisions are binding on the Club, but committees can bring forward recommendations for action. Committees give all Lion members a chance to offer their own expertise to their Club (e.g., a banker or an accountant on the finance committee). On the other hand, committees give Lions a chance to try their hand in some completely new and different personal involvement, for example, a carpenter on an international understanding committee.

The President is an ex-officio member of all committees. Each committee Chairman reports, either verbally or in writing, each month to the Board of Directors.

All problems pertaining to either administrative or activity matters are referred to the corresponding committee for study and recommendation to the Board of Directors.

Neither the Standard Form Club Constitution nor this manual seeks to impose any form of committee structure on Clubs; much depends on membership numbers and the activities and character of individual Clubs. What can be done is to suggest general formats that have worked effectively, and which may guide Clubs to achieve what is best for their circumstances.

The Standard Form Constitution plans for Club organisation suggests that certain administrative and activities committees be appointed.

Whilst this may present few difficulties to a large Club with an abundance of members from whom to draw, the formation of all of these individual committees may present a problem to the smaller Club.

In many cases, where a Club is not active in a particular portfolio, that committee will be seen as unnecessary.

The Standard Form Club Constitution suggests that the President may appoint the following Standing Committees:

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- Administrative Committees
- Attendance
- Constitution and By-Laws
- Convention
- Finance
- Lions Information
- Membership (see below)
- Public Relations
- Bulletin Editor
- Greeter
- Leadership Development
- Activities Committees
- Youth Outreach
- Diabetes Awareness
- Sight Conservation and Work with the Blind
- Hearing and Speech Action and Work with the Deaf
- Environmental Services
- Leo Club Program
- Youth Exchange Program
- Lioness Club project
- International Relations Program

With the exception of the Membership Committee (4.12.5 below) there is no compulsion for the President to appoint all the committees listed above, and in many Clubs, some of the listed committees may be seen as unnecessary. It is also possible that some topics can be combined for committee purposes.

#### **4.12.5 MEMBERSHIP COMMITTEE**

A membership committee shall be composed of three elected members for a three-year term. Initially three members will be elected. One member shall serve for one (1) year, the second member for two (2) years and the third member for three (3) years. Each year thereafter, a new member will be elected.

Each member shall serve for three (3) continuous years on a rotation system.

Thus, the first year member shall be a member of the committee, the second year member shall be its vice Chairman and the third year member shall serve as its Chairman and as membership director on the Club's Board of Directors.

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#### 4.12.6 SPECIAL COMMITTEES

From time to time, the President may appoint, with the approval of the Board of Directors, such Special Committees as may be necessary in his judgment or the judgment of the Board of Directors. These might include such subjects as Health Services, Social Services, Public Services, etc. In addition, individual Clubs may wish to appoint committees to administer large or ongoing projects.

This arrangement can work well with large Clubs, but can result in a lack of general knowledge of the Club's activities amongst the floor members unless adequate reporting to the full Club is encouraged.

#### 4.12.7 THE MULTI-PURPOSE COMMITTEE SYSTEM

A Club with less than thirty members, possibly the great majority of MD201 Clubs, should give serious consideration to introducing a scheme of multipurpose committees.

In that way, a greater voice and wider interest in Club affairs is available to the individual member. It is neither desirable nor workable to divide the membership of a small Club into a large number of separate committees, each with only a few members, as such a committee can generally accomplish little. Such a format may also mean that Club members have little idea of much of the Club activities.

The effective solution lies in the formation of multi-purpose Vice President's committees, each of which is under the supervision of one of the Vice Presidents. Individual members are given responsibility for particular portfolios, sometimes assisted by other members serving on the same Vice President's committee.

Generally, the distribution of portfolios to the Vice President's committees, and the membership thereof, is the choice of the President for his/her term of office.

The one exception is the Membership Committee, of three, which is elected by the Club each year as required by Article X Section F of the Club Constitution, although the Membership Committee may report to a Vice President for administrative convenience.

The multi purpose committees meet for the discussion of matters relating to all the portfolios represented by members, chaired by the responsible Vice President. Typically each committee will comprise approximately one third of the Club membership.

Whilst the portfolios are still the responsibility of the individual Lion members, those members have the benefit of the advice and suggestions of others, and the awareness of individual portfolios is enhanced for other members.

Such a scheme keeps the individual members interested in the affairs of their Club. It also makes for greater unity, fellowship and member responsibility, resulting in a strong and efficient Club, and is a potent force in the sphere of membership retention.

Meetings of the Vice President's committees are sometimes held separately from the main meetings of the Club, but often are held either before or after the monthly business meeting thus ensuring maximum attendance. Some Clubs find it convenient to hold such meetings as a part of the main business meeting. The policy in this regard is again a matter for individual Clubs. It should always be remembered that the efficient use of member's time and the efficient conduct of the Club's business have to be the primary considerations.

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In selecting the portfolios to be handled by each main committee, care should be taken to equalise, as far as possible, the quantity of business handled by each committee. Such portfolios fall under the classification of either administration or activities.

Again, the distribution of such portfolios and composition of the committee is a matter for individual Clubs. In some cases Clubs prefer to concentrate Club administration tasks such as finance, constitution and by-laws, information, etc under one Vice President, whilst others prefer to distribute these functions. Club activities are sometimes grouped in the same way, for example, health projects can sometimes usefully be concentrated under one Vice President, whilst youth projects might conveniently group under another Vice President.

Summarising, each Club should make a careful decision as to the format of its Board and committees subject to the guidelines set by the constitution, dependant primarily upon membership numbers, but having regard to local activities and projects.

#### **4.12.8 ELECTION OF OFFICERS**

Article X of the Standard Form Lions Club Constitution and By Laws defines the procedure for the election of the officers of a Lions Club.

Club Officers should refer to their particular constitutions for advice on scheduling and requirements for the elections. The National Office will provide guidance about scheduling to meet the operational needs with respect to publishing the Multiple District Directory.

This is done by the Club Secretary using the WMMR on-line. If the Club Secretary does not have access to the internet he/she must contact the District or Cabinet Secretary.

If this date is not met, then it will not be possible to guarantee that the correct Club details will appear in the Multiple District or International Directories, nor will the materials and correspondence for the new Lions year be correctly routed.

#### **4.12.9 NOMINATIONS COMMITTEE**

Article IX Section B of the Standard Form Club Constitution requires the Club President to appoint a Nominations Committee.

The Club President is responsible for the appointment of a Nominations Committee during December/January of each year. This committee should comprise a small number of experienced Lions, preferably under the Chairmanship of a past President.

The task of the committee is to select at least one member of the Club to stand for each of the vacant positions for the forthcoming year - and to ensure they are willing and able to take on the position for which they are to be nominated.

If necessary, the committee must encourage newer members to stand for office. At the time of appointment of the committee it may be found helpful to circulate each member of the Club requesting their preferences for Club office during the forthcoming year, and have members return those preferences to the Chairman of the Nominations committee.

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A clear distinction should be made between 'Club office' as defined by the Club Constitution and appointments that are the prerogative of the Club President following his/her formal election – the nomination committee should only deal with elected positions.

The committee must ensure that newer members receive adequate consideration and resist the temptation to renominate existing officers because 'they know the job'.

At the same time, the committee, having regard to all the circumstances, should select the best member available for each position, remembering that there are excellent facilities for training in the majority of districts together with information support by way of manuals etc for President, Secretary and Treasurer.

#### Nominations Committee Report

The committee should report to the President prior to the date of the Nominations meeting which should be held during February, submitting at least one name for each position.

A commonly held misconception is that the committee may submit only one name for each position – this is not the case. Any number of suitable nominations may be submitted for each position by the committee if the Club so prefers.

Alternatively, the Club may prefer that only a complete board selection is offered by the committee.

#### Election Procedure - Nominations Meeting

The Club Secretary must give ten days formal written notice of the venue, date and time of the Nominations Meeting to each paid-up member. It is strongly recommended that such notice should include a reminder that any paid up member is entitled to submit further nominations for any or all elected positions subject only to those nominated agreeing to serve; together with a list of those members nominated by the committee.

The Nominations committee should not be seen as controlling the appointment of office bearers for the coming year and at all stages it should be made clear to Club members that alternative nominations are welcomed at the Nominations Meeting.

The task of the committee is solely to ensure that a full list of suitable nominations for all elected positions is available at the Nominations meeting.

#### Election Meeting

Following the nominations meeting, an election meeting must be held at a suitable date, to comply with MD201 reporting requirements and in accordance with the Club Constitution. The Secretary must give a minimum of two weeks prior written notice of the meeting, which must include the date, time, and venue of the meeting together with the names of all those nominated for each position. Further nominations CANNOT be accepted at the Election Meeting, other than in the circumstances outlined in Article X Section C of the Club Standard Form constitution.

#### Notification of Elected Officers

Following the election meeting, the Club Secretary must immediately notify the elected officers for the ensuing

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Lions year commencing upon 1<sup>st</sup> July to the Cabinet Secretary.

## 4.13 MEMBERSHIP OF A LIONS CLUB

### MEMBERSHIP BY INVITATION

Membership in a Lions Club is by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor. The form is then submitted to the Membership Chairman or the Club Secretary, who, after investigation, shall submit the same to the Board of Directors.

If approved by a majority of the Board, the prospect may then be invited to become a member of the Club.

A properly filled out membership form duly signed, as well as the entrance fee and dues, must be in the hands of the Club Secretary before the member is reported to and officially recognised by the association as a Lion member by means of the Club MMR report (see Chapter 5).

It is pointed out that 'his/her' means that no Club may exclude male or female members on the grounds of gender alone and there is a clear International Board policy ruling to that effect. Within Multiple District 201, such discrimination may be illegal and/or leave the Club open to legal action in some states.

Clubs should thoroughly investigate the background of all persons proposed for membership in the Club. Said investigation may include inquiries in the community where the proposed individual resides or has a place of business or is employed.

The wisdom of this suggestion is clear – Lions Clubs enjoy a considerable level of respect within the community, and no Club should risk losing that respect by accepting members having an unacceptable background.

Our Constitution provides for membership solely by invitation; that invitation should not be issued if the Club Board has any doubts.

In recent years, many Clubs have not fully investigated new members. Often, this is reflected in retention figures; the new members do not stay in the Club for more than a year or two. The questions should always be asked, 'Will that person make a good Lion, and does he/she have the support of their family?'

## 4.14 TRANSFER MEMBERSHIP

A Club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions Club, provided that:

- The Secretary of the Club receives a completed transfer member form or the member's current membership card within six (6) months following the date of termination of membership in his/her former Club.
- Such termination was in good standing.
- The transfer member form or membership card is approved by the Board of Directors.
- If more than six (6) months have elapsed between termination of his/her membership in another Club and

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submittal of completed transfer member form or current membership card, he/she is required to be processed as a new member.

- For MD201 Clubs, a special transfer procedure is in place for initiation by the originating Club Secretary, this is also described in the Club Secretary chapter (Chapter 5).

#### 4.15 REINSTATEMENT OF MEMBERSHIP

Any member dropped from membership in good standing may be reinstated by the Club's Board of Directors, and will retain their prior Lions service record as part of their total Lions service record.

#### 4.16 SIMULTANEOUS MEMBERSHIP

##### DUAL CLUB MEMBERSHIP

No person may simultaneously hold membership, other than Honorary or Associate, in more than one Lions Club. There are no restrictions on participation in other service organisations.

#### 4.17 MEMBERSHIP CATEGORIES

There are currently seven different categories of Lions Club membership, and details appear in Article III Section B of the Standard Form Lions Club Constitution (LA-2)

The following extracts and additional information, together with Figures 4.17a & 4.17b summarise the various categories.

CATEGORY	REGULAR ATTENDANCE	PROMPT PAYMENT OF DUES (CLUB, DISTRICT, INTERNATIONAL)	PARTICIPATION IN CLUB ACTIVITIES	CONDUCT REFLECTING FAVOURABLE IMAGE
Active	Yes	Yes	Yes	Yes
Affiliate	No	Yes	Yes- when able	Yes
Associate	Yes – Primary Club No – Secondary	Yes – Primary Club only	Yes – when able Yes – when able	Yes Yes
Honorary	No	No – Club pays applicable International Dues	No	Yes
Life	No	Yes, District & Club only No international Dues Obligations	Yes – when able	Yes
Member at Large	No	Yes	Yes – when able	Yes
Privileged	No	Yes	Yes – when able	Yes

Fig 4.17a Obligations of a Lions Club Member

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CATEGORY	ELIGIBILITY TO SEEK CLUB, DISTRICT OR INTERNATIONAL OFFICE	VOTING PRIVILEGES	DELEGATE AT DISTRICT OR INTERNATIONAL CONVENTION
Active	Yes	Yes	Yes
Affiliate	No	Yes - Club matters only	No
Associate	No	Yes - Club matters only	No
Honorary	No	No	No
Life	Yes – if fulfils Obligations of Active member	Yes – if fulfils Obligations of Active member	Yes – if fulfils Obligations of Active member
Member at Large	No	Yes – Club matters only	No
Privileged	No	Yes – when able	Yes

Fig 4.17b Rights and Privileges of a Lions Club Member

#### 4.17.1 ACTIVE

A member entitled to all rights and privileges and subject to all obligations which membership in a Lions Club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this Club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in Club activities and conduct reflecting a favourable image of this Lions Club in the community.

#### 4.17.2 MEMBER AT LARGE

A member of a Club, who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend Club meetings and desires to retain membership in the Club.

The 'at large' status is granted, and is to be reviewed every six months, by the Board of Directors of the Club.

A member at large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local Club may charge, which dues shall include district and international dues.

#### 4.17.3 HONORARY

An individual, not a member of the Lions Club, having performed outstanding service for the community or this Lions Club, upon whom the Club desires to confer special distinction. The Club shall pay entrance fees and international, Multiple District and District dues on behalf of such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

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#### 4.17.4 PRIVILEGED

A member of the Club who has been a Lion member for fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the Board of Directors of the Club, must relinquish his/her active status.

A Privileged Member shall pay such dues as the local Club may charge, which dues shall include District and international dues.

He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold Club, district or international office.

#### 4.17.5 LIFE MEMBER

Any member of this Club who has:

- maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to the Club, his/her community, or the Association;
- or any member who is critically ill;
- or any member of the Club who has maintained such active membership for 15 or more years and is at least 70 years of age;
- may be granted Life Membership in the Club upon:
- recommendation of the Club to the association,
- payment to the association of \$US500.00, or its equivalent in the respective national currency, by the Club in lieu of all future dues to the association, and
- Approval by the International Board of Directors.

A Life Member shall have all privileges of active membership so long as he/she fulfils all obligations thereof.

It should be noted that a life member does not have the obligations of attendance of an active member. The Club may charge whatever dues they think proper, but in this connection it should be noted that a Life member is still liable for Multiple District and District dues and these will be charged to the Club. In some Clubs, Life members decide to continue to contribute their dues to the Club in the form of a donation to Administration funds, although such a decision is, of course, theirs alone. **Applications are made directly to LCI.**

A Life Member who desires to relocate and receives an invitation to join another Lions Club automatically becomes a Life Member of that Club.

#### 4.17.6 ASSOCIATE MEMBER

A member who holds primary membership in one Lions Club, but maintains a residence or is employed in the community served by a second Club. This status may be conferred by the invitation of the Board of Directors of the second Club and shall be reviewed annually. The second Club shall not report an Associate Member on its Monthly Membership Report.

An Associate Member may be eligible to vote on Club matters, at meetings where he/she is present in person,

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but may not represent the second Club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions.

He/she shall not be eligible to hold Club, district or international office, nor district, Multiple District or international committee assignments through the second Club. International and district (single, sub-, provisional and/or multiple).

Dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent the second Club from assessing an Associate such dues as it shall deem proper.

#### **4.17.7 AFFILIATE MEMBER**

##### General

At the July 1997 International Convention, the new membership category of Affiliate Member was introduced.

The main difference with the new category is that there is no regular attendance requirement for an affiliate member. The affiliate member category thus provides Clubs with the opportunity to recruit members who may not be in a position to fully meet the attendance obligations of active members.

An Affiliate Member is a quality individual of the community who currently is not able to fully participate as an Active Member of the Club, but desires to support the Club and its community service initiatives and be affiliated with the Club. 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 where he/she is present in person, but may not represent the Club as a delegate at district (single, sub, transitional/provisional, and/or multiple) or international conventions.

He/she shall not be eligible to hold Club, district, or international office, nor district, Multiple District or international committee assignments. An 'affiliate' member shall be required to pay District, International and such other dues as the local Club may charge.

Affiliate membership is a full membership category like that of an Active Member. It is different from the At-Large Member category; which is a short term, transitional category that must be reviewed by the Club's Board of Directors every six months.

##### Background for the Affiliate category of Membership

Over the years, there have been many excellent Lion members who have had to leave a Club for one reason or another. Some have become too busy with business and family obligations. Whatever the reason for leaving, Clubs have lost friendships, abilities, time and enthusiasm when a Lion leaves. Lions know that no one member has the ability to do everything.

The reason Lions accomplish what they do is the small individual efforts made by everyone to make things happen.

However, it is the efforts of all members which give the Club the synergy it needs.

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The Affiliate Member category embraces this concept. This new category of membership has been developed to provide 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.

#### **4.18 GOOD STANDING**

In reading the Constitutions and other Lions publications, the term 'good standing' is frequently met. Referring to the good standing of a Club, the International Board has adopted the following policy:-

'The International Board of Directors shall, and hereby does, interpret the phrase 'in good standing' as used in the International Constitution and By-Laws with respect to Clubs to mean a Chartered Club:

Which is not in 'status quo'

Which operates in accordance with the provisions Of the international Constitution and By-Laws, including but not limited to Article II, VII and XI thereof, and,

Which with respect to its financial obligations at the Constitutional time for determination of delegate quotas for international and District (Single, Sub- and Multiple) Conventions has:--

Current per capita dues, International and District (Single, Sub and Multiple), paid in full.

No unpaid balances of more than \$25 ninety (90) days past due.

#### **4.19 'GOOD STANDING' FOR LION MEMBERS**

A Lion is considered to be in 'good standing' when he has satisfactorily met all his commitments and obligations to his Club, his District and Lions Clubs International.

#### **4.20 STATUS QUO**

A Club being placed in status quo amounts to the temporary suspension of its charter. The Lion (Australian Edition) and all regular mailings to its members are discontinued, and all bank accounts are frozen.

All records and correspondence are held aside pending determination of the Club's future. Any Club placed in status quo automatically forfeits all rights and privileges pending final determination of its status by the International Board.

When the International Board places any Chartered Club in status quo, the District Governor is empowered to instruct the Club's bankers to suspend all operations on the Club's bank account. During such period, no monies may be withdrawn from the Club's accounts without the written consent of the District Governor.

The following conditions are considered as justifiable cause for placing a Club in status quo:

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- Failure to comply with the objectives of Lionism.
- Conduct unbecoming a Lions Club.
- Non-payment of dues within 90 days of due date.
- Failure to maintain reasonable attendance requirements.
- Failure to submit Membership Reports for six consecutive months or more.

Authority to place Clubs in status quo in routine cases is granted to the Executive Director of Lions Clubs International, subject to review by the International Board of Directors.

Whilst a District Governor cannot himself place a Club in status quo, in practice considerable weight is given by the International Board to any recommendation made from the District Governor.

Therefore, it is likely that failure of the Club to comply with local statutory or legal requirements would be sufficient grounds for the District Governor to put forward, and have accepted, such a recommendation.

A Club shall remain in status quo no longer than 90 days, except that the Executive Director shall have discretion, if conditions indicate that the Club probably will be rehabilitated, to extend the period for a period not to exceed an additional 90 days.

## **4.21 CLUB CLOSURE OR CANCELLATION OF CHARTER**

Where a Club closes down, or the International Board cancels the Charter of any Club for cause, the property of the Club, including all money standing to its credit at any bank, shall forthwith vest in the District Governor.

The District Governor is empowered to receive all property, monies and funds and to give all necessary receipts and discharges to any person, persons, or corporations for the time being holding such monies, property or funds.

The District Governor's Cabinet is empowered to satisfy any liabilities of the Club and dispose of the new assets of the Club (if any) for the benefit of the District and the area in which the Club is situated.

This is of course subject nevertheless to the law for the time being in force in the State or Territory in which the Club is situated.

Where a Club makes the decision to close down, it should immediately inform the District Governor. In the majority of cases the District Governor will respect the wishes of the Club as to how any assets are to be distributed, provided that such disposal is in accord with constitutional and legal constraints.

In Multiple District 201, the majority of States or Territories require that the assets of an incorporated charitable body are disposed of to another incorporated body of like interests, the obvious solution here is to consider disposal of assets to another local Club. Note that in some States, disposal to the District organisation may not be legal unless the District organisation is itself an incorporated body.

## **4.22 CLUB BOUNDARIES**

In the early years of Lionism, Clubs were able to define boundaries that were often not in agreement with

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legislative boundaries, and for this reason "boundary disputes" between Clubs were common.

This situation has been resolved by a recent change to the International By-Laws (Article I, Sections 1 & 2) which now provide that:

'Lions Clubs may be organised and chartered in any municipality, or its equivalent governmental subdivision, including those in which an established Club, or Clubs, may exist, with the consent of the District Governor and/or the approval of the International Board of Directors. The boundary lines of the territory within which a Club or Clubs to be chartered shall be defined and subject to change as above provided.

Each Club shall be known by the name of the municipality, or its equivalent governmental subdivision in which it is located. In any municipality, or its equivalent governmental sub-division, having more than one Club, each Club shall add a distinguishing designation to such name.'

Within Australia, this means that there are often a number of Clubs sharing a municipal boundary such as that of a City, Town, or Shire. Division of a municipal area into 'Club areas' is now not recognised officially within Lionism, it is generally thought better that, if necessary, such division should be a matter for informal agreement between the Clubs concerned. Constitutionally, all the Clubs within a municipal boundary are seen as covering that entire municipality.

#### **4.23 CLUB BOUNDARIES AND LIONS DISTRICTS**

Multiple District 201 has, at present, 19 Lions Districts, each of which is made up of a clearly defined geographical area based on a list of municipalities, together with a Club listing.

This list is agreed to, from time to time, by resolution of an MD201 Convention.

Whether for community of interest with other Clubs or other good reason; a Club may wish to change Districts. An administrative procedure exists for 'single Club transfer', subject to the approval of the International Board and both Lions Districts involved. In the event that such a procedure appears necessary, the District Governor should immediately be contacted.

#### **4.24 BADGES, EMBLEMS, AND USE OF NAME**

There will be many occasions in normal Club and/or District operations when use of the name 'Lions' and the Association's emblem and other insignia of the Association and its Clubs will be needed. The association has obligations under copyright law and the Club and/or district will share in the benefits as the registered owners of the various Lion insignia. The official policy in regard to the use of the Lions emblem and other insignia is reproduced below.

'As a matter of legal protection to Lions Clubs International and its member Clubs, the Association's name and emblem (and variations thereof) are registered as trademarks in countries around the world.

As the owner so protected, the Association has a corresponding legal obligation to be alert to infringements thereon, and to take all necessary steps to prevent, and to provide against legal risks which may flow from, unauthorised use thereof.

In fulfilment of this legal obligation, the International Board, through its General Counsel, seeks prompt

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cessation of any unauthorised use of the Association name and emblem and the marks 'Lions,' 'Lions Club', 'Lions International', or 'Lions Clubs International'. Further, it has established the following policy:

No item bearing the Association name or emblem or the marks 'Lions' or 'Lions Club' or 'Lions International' or 'Lions Clubs International' may be sold or otherwise distributed to Lions at Lions Clubs or Districts or the public except upon express written permission of the General Counsel or the Club Supplies and Distribution Division.

No Lion, Lions Club or Lions District may use the Association emblem on any item sold to Lions or to the public for fund raising purposes. A special 'Lions Club Fund Raising Activity Seal' has been created for this purpose and may be used only upon written permission granted by the General Counsel.

No manufacturer, printer, producer, promoter, publisher, entrepreneur or enterprise in any form, be it profit or non-profit in nature, may employ the Association name, good will, trademarks, service marks, emblem, seal, insignia, the marks 'Lions', 'Lions Club,' 'Lions International' or 'Lions Clubs International' or any insignia thereof in any manner whatsoever except upon license granted by the International Board of Directors or the General Counsel or the Club Supplies and Distribution Division.

No Lions District or other group of Lions Clubs may use the Association name or emblem or the marks 'Lions' 'Lions Club,' 'Lions International' or 'Lions Clubs International' in connection with any District or group project except upon express written license granted by the International Board of Directors. Applications for such use shall be submitted to the Board and shall be in the form attached hereto as Exhibit A.

No such application shall be approved unless the proposed activity (in whatever legal form it may exist) is controlled by the Lions Clubs or District or Districts involved and participation by Lions Clubs or Club members is on a strictly voluntary basis, without any necessity to contribute moneys thereto in the form of dues or otherwise.'

The application form referred to as 'Exhibit A above' may be obtained from International HQ.

In addition to the rights granted in the policy statement, the International Association grants an annual permission and licence to each Club and/or district to have the name 'Lions' and the official emblem printed on Club and/or district stationery, bulletins, postal cards and on any other printed material reasonably necessary to its operation, provided such other printed material is not available through the Club Supplies and Distribution Division.

This licence extends to use on the indicated goods only, and is for the period of the association's current fiscal year.

Under International Board Policy, permission for use of the emblem on any other goods or in connection with any other project or activity must be acquired from the Club Supplies and Distribution Division or the International Board of Directors.

The license is granted on the condition that each Club and/or district will maintain control over all use thereof by printers etc.

Clubs and Districts must maintain ownership and control over all negative or positive film, plates, artwork, etc, used by your printer and advise him that his use of the association's emblem and the name 'Lions' is with license and is limited to printing such items for your Club and/or district only, and for no other purposes. Whenever the services of any printer are terminated, all film, artwork, etc., should be returned to your Club

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and/or district.

#### **4.25 CLUB MEETINGS**

It is the duty of each chartered Club to hold regularly scheduled meetings not less than twice in each month at a time and place recommended by the Board of Directors and approved by the Club.

The time and place for these meetings should generally be as published in the Multiple District 201 Directory except in special circumstances.

Contrary to the opinion of some Clubs in MD201, there is no constitutional authority for a Club to have 'holiday breaks'.

#### **4.26 ATTENDANCE OF MEMBERS**

Requirements regarding the attendance of members at Club meetings are the subject of a policy minute from the International Board that follows this paragraph. All active members of a Lions Club are required to attend meetings on at least two occasions in each month. Members whose attendance is unsatisfactory may forfeit their membership at the discretion of the Board of Directors of the Club.

However, there are liberal rules whereby 'make-up' credit for attendance can be obtained, and the implementation of these rules is generally a matter for the discretion of the Board.

Attendance records are to be maintained for active members of the Club which form the basis for the attendance awards issued by the Club, for which the Club Secretary maintains attendance figures which may be incorporated in the monthly membership report.

#### **4.27 INTERNATIONAL BOARD POLICY ON THE MAKEUP OF ATTENDANCE**

The following is the current International Board policy on the make-up of attendance which should be used to assess 100% attendance by members:

- Absence from a regular meeting of a Lions Club may be made up within the time limit of thirteen days prior to and thirteen days following the date of the meeting missed in any one of the following ways:
- Attendance at a regular or special meeting of any other Lions Club,
- Attendance at a meeting of the member's home Club Board of Directors.
- Attendance at a duly constituted meeting of a standing committee of the member's home Club.
- Attendance at any meeting scheduled or sponsored by the member's own Club, including Club fundraising and service activities.
- Attendance at a Region or Zone meeting.
- Attendance at an International, State or District Convention or any other recognised Lions' meeting.
- A visit within said time limit to the office of Lions Clubs International or the office of any District or State outside the country of which the visiting Lion is a member. Cards evidencing such visits shall be made available to Lion visitors.

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- A member who is forced to miss a meeting(s), by reason of illness shall automatically be granted attendance credit for the meeting(s) missed upon furnishing acceptable evidence of illness.
- A member who is forced to miss a meeting(s), as a result of military service, jury duty, elected government position, or other statutory requirements, shall be given attendance credit for the meeting(s) missed. In each case the Club Board of Directors shall decide if credit should be given for the missed meeting(s).
- Any Lion who finds it necessary or is assigned to perform occupational duties for an extended period in a place from which he or she cannot readily attend a Lions Club meeting may, at the discretion of his Club, be granted credit for missed meetings.

#### **4.28 POLICY REGARDING ALCOHOL AT MEETINGS AND FUNCTIONS**

The general consensus of opinion of Lions throughout the world is that liquor is undesirable at regular Club meetings, and International policy reflects this opinion.

In Australia, the social structure, especially in country communities, often centres on licensed premises. Such premises are often the only viable meeting places for Clubs, and limited alcoholic consumption is considered socially acceptable. Clubs should avoid excessive consumption at meetings. It is perhaps worth considering the effect on the Lions Club image if the public perceives our meetings to involve excessive alcohol consumption.

It should also be remembered that member's rights to insurance benefits can be prejudiced where alcohol consumption is involved, and that severe penalties for driving under the influence apply.

A policy Minute of the International Board states:

No Lions Club may obtain a liquor licence in its name where the primary purpose of the licence is the sale of liquor to the public.

That Lions Clubs be encouraged to support existing programs and institutions in the field of alcoholism and drug abuse.

The above policy is strictly applied in most Australian Districts, and can cause problems in fundraising projects. The reason for the policy is that the Lions movement cannot be seen to support consumption of alcohol in view of our work against alcoholism and drug abuse. Realistically, many Clubs assist fund raising ventures by acting as bar staff etc and in these cases it is generally considered inappropriate to wear any form of Lions uniform.

Under no circumstances whatever is the Lions Logo, or any evidence of Lions Club connection, to appear on the label of any alcoholic drink, even when it is only intended for sale to Lions Club members.

#### **4.29 MULTIPLE DISTRICT POLICY REFERENCE PARTNERS OF DECEASED LIONS**

At the 30th Multiple District 201 Convention it was resolved as a matter of policy that all Clubs in Multiple District 201 be encouraged to ensure the continued involvement of partners of deceased Club members in Club activities. This can be by whatever methods available, including placing their names on Bulletin mailing lists, and inviting them to Changeover Dinners and other appropriate functions and activities.

In recent years, many Lions Clubs have found that the partner has wanted to continue active participation in the Club's activities, and has subsequently joined the Club as an active member.

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## 4.30 MULTIPLE DISTRICT POLICY REGARDING TELEMARKETING

The Multiple District 201 Council has adopted, as a policy minute, the guidelines suggested by Lions Clubs International for Clubs or Districts dealing with a professional fundraiser; and these are given below:

### 4.30.1 FIDUCIARY DUTIES OF LIONS CLUBS AND DISTRICTS IN HIRING A PROFESSIONAL FUNDRAISER (PFR)

A Lions organisation, by hiring a professional fundraiser (PFR) to solicit and collect contributions, is delegating fiduciary duties and responsibility. The organisation's officers have responsibility in contracting with a PFR to ensure the PFR acts and accounts for funds appropriately.

While Club or District officers cannot be expected to guarantee appropriate behaviour by a PFR, certain steps can be taken to tighten oversight and assure the Club or District of its rightful net contributions share of donated funds; as well as compliance with the Association's policies and local legal requirements.

### 4.30.2 SUGGESTED ELEMENTS OF A PROFESSIONAL FUND RAISER (PFR) CONTRACT

Contracts between Lions Clubs/Districts and professional fundraisers should be drawn in such a way as to permit the Club or District to know:

- What the PFR is raising on its behalf (i.e., how much money periodically),
- How it is raising the money (ie, what its pitches and promises to donors are, and what inducements are being used),
- How the gross amount raised is translating into the net amount the Club or District will receive (i.e. how the PFR is calculating its charges and what its expenses and profit-margin fairly ought to be).

The Club/District should not simply delegate everything to the PFR, but should have some way of knowing what the PFR is doing so that it can fulfil its fiduciary oversight duty as a curator of charitable assets and ensure that things don't get out of control.

Fundraising contracts should specifically provide at a minimum:

- The amount of all commissions, salary and fees charged by the PFR and its solicitors, agents and employees, and the method used for computing such charges.
- A good faith estimated budget disclosing, within reason, the target amount of funds to be raised over the contract period, the type and amount of projected expenses related thereto, and the amount projected to be paid to the Club/District.
- If the PFR is to be paid an hourly rate, this rate as well as the estimated number of hours to be spent raising funds should be disclosed.
- If the PFR is to retain or be paid a percentage of the gross amount raised, this percentage and the target gross amount should be disclosed, as well as the amount projected to go to the Club/District.
- A notation revealing that the PFR, its agents, solicitors or employees, or members of their families have a financial interest in or are a supplier of fundraising goods or services.
- If such is the case, there should also be a statement of the nature of the financial interest and of the method by which the supplier's or vendor's charges are determined.

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- A written text of all solicitation pitches that are projected for dissemination to potential donors, once they are developed.
- A written text of all advertising and solicitation materials that will be given to potential donors as part of the solicitation pitch, once they are developed.
- There should be a requirement in the contract that a majority of the sponsor Lions' Board and, if required, the Association's General Counsel, by Board policy governing use of the Lions' marks, shall approve the inclusion of those materials.
- The fundraising contract should be circulated and reviewed by a majority of the Club's Board accompanied by the signature of the Club President, or responsible Board Member.
- The contract should have geographical constraints consistent with the Club boundaries and/or areas where a Club has obtained express consent for the solicitation.
- There should be a time limit affixed to the campaign.
- Periodic progress reports and periodic accounting ought to be required and made in writing by the PFR.
- The PFR should be prohibited from negotiating cheques made payable to the Club or District.
- A list of PFR solicitors should be given to the Club/District.
- The PFR should be required to give numbered receipts to all donors.
- The contract should require the PFR to give to the Lions Club/District the name, address and amount donated of each donor.
- The contract should consider various splits and rates depending on what amount is attained; windfall PFR profits to fundraisers from exceptional results should not be allowed.

#### **4.30.3 BARGAINING WITH A PROFESSIONAL FUND RAISER (PFR)**

A Club or District's officers should ask questions and know the full details of the fundraising campaign plan and strategy, the who, what, where, when and how of the matter.

Before signing the contract, the rate of percentage charged should be viewed carefully for fairness; what kind of profit will the PFR make? For example, if the campaign's goal is to raise \$100,000 gross, the PFR should be able to estimate their costs and profits; and if they cannot, then 'What are they being paid for?' should be asked.

Another PFR should be consulted; and the project managers should discuss alternatives and details, do not assume it will all work out.

Any prospective PFR should have references, check them out; also obtain financial information from the PFR, other charities or the appropriate Government office to review the PFR past track records and success.

Do not just take telephone comments as true; ask how much was raised, what was the profit, and what did the charity receive.

#### **RUNNING THE PROJECT**

The Club or District should have responsible dedicated members monitoring all aspects of a PFRs campaign. Ensure that you know who, what, where, when and how things are progressing.

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The bank accounts should be separate and clearly identified by project name, and any disbursement should require a Lions Club or Lions District Officer's signature.

Timely, constant and periodic financial reports, even if preliminary, are critical. A Club or District Committee and/or officers should be involved and the PFR should be held to explain the results, goals and progress at periodic dates and time.

Board minutes should be maintained and discussion had about the goals and results for future Board consideration.

#### Professional Fund Raising and the Lions Club Image

At all times, Clubs should consider the effect of a professional fund raising approach upon the public image of the Club and the Association. The limited experience of such projects within MD201 has been that they often do not enhance the public image of our organisation.

Clubs should monitor the progress of the project to ensure that the public perception of the project remains acceptable within the purposes and ethics of our organisation.

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## CHAPTER 5 – THE CLUB PRESIDENT

The Club President is the Chief Executive Officer of a Lions Club.

'He/she will preside at all meetings of the Board of Directors and this Club; issue the call for regular and special meetings of the Board of Directors and the Club; appoint the Standing and Special Committees of this Club and co-operate with the Chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and co-operate with, and be an active member of, the District Governor's Advisory Committee of the Zone in which this Club is located.'

### 5.1 INTRODUCTION

Being a Club President in Lions is a fantastic honour and a great deal of work. Your year as President can be exciting and rewarding. It is up to you. There are many resources available to assist and many of these are on the MD201 or LCI websites.

If you are a new President do not be concerned about any lack of experience. Rather understand that every job in Lionism is a learning experience and can be preparation for a further job.

Lions Club members depend on their President and his Board for leadership and direction. The performance of the President will be measured by the members' satisfaction and the enjoyment experienced at Club meetings. For the President, success will be achieved through enthusiasm, vigour and dedication to the position, and from the reaction of the Club members to his/her leadership.

The successful President will have prepared thoroughly and should work continually to gain knowledge. The successful President is a leader, a motivator and an organiser and one who understands that there is a time to lead, a time to follow and a time to have fun.

The success of any Club depends upon a President's good preparation and planning - and such preparation will make the role so much easier.

Good preparation will make for a year of enjoyment, fellowship and achievement. The President should be a good communicator who can clearly convey what needs to be done and ask for the help of the members to achieve goals. Workable goals should be selected, and the membership asked to help achieve them.

Club Presidents should always remember that not only can their Club members assist them, but also that the District Governor and cabinet officers can be called upon at any time as it is the District role to assist Clubs with support and advice when requested to do so.

### 5.2 PROGRESSING TO PRESIDENT

We should not think of the Club President in isolation. Perhaps it should be seen as part of a continuum, beginning with third, second and first Vice Presidents and culminating in immediate past President. That last position is itself a step towards a number of other avenues of service through Lionism.

The process of moving through the Vice Presidents' positions gives the potential Lion President the best opportunity to learn about his/her Club prior to assuming the major leadership role in the Club, always remembering that no matter how much we know, we always have more to learn. At the same time, and whilst the

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progressive method of reaching the President's chair has many advantages; there have been many new Lions who have reached the position and done the job successfully without any experience at all.

Often, new Lions Clubs are formed with officers who have no experience whatever. In many Clubs, the reality is that the desirable progression through 'the ranks' is just not possible, due to transfers or other membership movements.

### 5.3 PREPARING TO BE PRESIDENT

For most, it has already been said that experience as a Vice President is excellent preparation. Spending a year as Secretary or Treasurer is equally valuable. All these positions demand a degree of skill brought to the job by the individual; but even more worthwhile is the knowledge and experience gained. They also provide opportunity for honing and developing those skills further, and to extend one's knowledge of Lionism.

Many districts conduct regular 'Leadership Development Courses'. Those who attend these courses almost invariably speak highly of the value and content of the program. They also admit to enjoying the company of other Lions. Every potential President ought to participate in such a course. It is a way to boost self-confidence, to clarify goals and ideas, and to remind those of us who have been through similar courses before of the things stored away in the sub conscious.

It should be unnecessary to add that attendance at the District 'Incoming Club Officers' Forum' is essential. At these forums, the incoming District Governor will often outline his policy for the year, and provide information that will assist the President elect.

There are a number of things you should consider in the months leading up to taking office:

- Prior to your year as President, ask your predecessor for the opportunity to chair one or two meetings;
- Set goals for yourself, and for the Club, and know what you want to achieve. Make sure that your fellow Lions will understand those goals. They are more likely to work as a team if they all share a common set of objectives;
- Keeping the selected goals in mind, and with the Secretary and Treasurer elect, plan a program and a budget for the year. Do not forget ongoing commitments that may have been entered into by the existing or previous Club boards;
- Make sure that every member of the Club will have a job. The load does not have to be shared equally, but it is important to involve every member;
- When goals have been set, the budget established, and the team selected; plan the complete year. Share the plan with others so that every member will feel a part of your team with clear objectives in mind;
- Of course, it is important that your planning does not interfere with your predecessor's activities and plans for his year - you must allow him to finish before you take over!

### 5.4 HELPFUL DOCUMENTATION

There is much helpful documentation published at both International and District level to assist a President-elect, including the President's kit from Lions Clubs International that contains an array of information and suggestions.

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Study this material and become familiar with its contents; ensure that the relevant booklets and information are distributed to the Club chairmen concerned, and that each understands what is expected in the performance of their respective duties.

Many Australian districts provide President's manuals on an annual basis to elected Presidents, and whilst some of the information provided may duplicate that contained in the International manuals, it is important that these be studied in detail, since they often reflect specific district policy requirements.

In some cases, the procedures in Australian Clubs are different to those described in Lions Clubs International publications due to local legislation and other reasons, and it is for these reasons that this manual and other Australian publications exist.

## 5.5 CONSTITUTIONAL AND LEGAL REQUIREMENTS

The more important constitutional and legal requirements for Lions Clubs are outlined in Chapter 4 of this manual, but remember that these requirements differ in the various states and territories of Multiple District 201. A Club President should always be familiar with the four constitutions that affect the operation of his Club, and these are listed in Chapter 4.1.

A President should also be aware of any special legal requirements affecting incorporated associations and charitable institutions in your State or Territory. In many cases these requirements will be incorporated in the Club constitution approved for your State or Territory, but further details can be obtained from your cabinet Secretary or district constitution and by-laws officer.

There are several other publications that can assist both for preparation for your year as President and during the year itself. All Presidents will need to use these from time to time as a reference library. Much useful information can be found in the following:

- The MD201 Club Administration Manual;
- President's kit from Lions Clubs International and your District President's manual if produced;
- The district magazine or newsletter;
- 'The Lion' Magazine (Australia & Papua New Guinea Edition);
- 'The Club President's News Sheet' from Lions Clubs International;
- Various brochures: A full listing of Lions Clubs International and LCIF publications is available on the Lions Clubs International website. These publications may also be downloaded;
- Your Club's history;
- District, Multiple District 201, and International Project information sheets, etc;
- It may also be found useful to obtain the book 'Instructional Leadership' (PDG Kevin Smith) from MD201 Club supplies;
- Membership Manuals; Six Steps to a Strong Lions Club.

Prior to commencing the year as President, it would probably be as well that the following question is asked:

"How do I make sure that the Club is successful during my year?"

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Much thought has been expended on this subject. However, the following is repeated as it has stood the test of time.

The basic ingredients which are present in all successful Clubs are:

#### **5.5.1 A MAJOR SERVICE ACTIVITY**

The Cornerstone upon which every successful Lions Club is constructed is a major service activity that involves each and every member of the Club. The activity must be of significance to the people of the community. Only then will it attract their interest and imagination. Strong emphasis on a major activity will not only build community support, but it will strengthen the unity of your membership and will enhance and increase membership participation in all projects sponsored by the Club.

#### **5.5.2 A MAJOR FUND RAISING PROJECT**

Every Successful Lions Club sponsors a major fund raising project in which the community can participate and towards which the community can contribute. Again, each and every member should bear some degree of responsibility for establishing, organising and affecting the program. Membership involvement is always the key to Lions Club effectiveness. The fundraising activity must be of value to the entire community, for only with the support of the community can it succeed.

#### **5.5.3 STRONG PUBLIC RELATIONS**

A continuing, unending line of communications among all members of a Club, and between the Club and the community it serves, will help support the Club's activities. Every Club should have a strong public relations committee. Good public relations include a bright, 'newsy' Club bulletin that reports on the progress of the Club and which recognises the efforts of individual members. A firm relationship with local news media should be established and the media should be kept constantly informed on Club programs and activities. A good relationship with the local press will almost automatically assure a flow of information to the community about the Club's service projects and thereby encourage community support.

#### **5.5.4 WELL ORGANISED, ENJOYABLE MEETINGS**

Club Meetings must be stimulating, informative and enjoyable. The agenda for a meeting should be followed as closely to the minute as possible.

Tail Twisters should be encouraged to keep the meeting alive and interesting. Meetings should be thoroughly planned beforehand and should be run according to their plan. Adjournment should always be on time. Equally important are adequate meeting facilities and good meals at fair prices.

Lively, interesting meetings will help create the impetus for individual members to participate even more actively in Club activities.

#### **5.5.5 ASSOCIATION SPIRIT**

Each Individual Lions Club Member should know that he/she is an important part of an organisation that is truly dedicated to humanitarian service.

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He/she should be stimulated to take part in programs conducted at the Zone, Region, District, Multiple District and International levels. The Club should participate in these programs as well, and the individual member should be encouraged to suggest ways and means for the Club to contribute even more substantially to the projects established at the different organisation levels. Each member should always know and be proud that he/she is a 'LION'.

#### **5.5.6 A STRONG MEMBERSHIP DEVELOPMENT AND RETENTION PROGRAM**

Immediate indoctrination, orientation and involvement of new members in Club projects and continuing involvement of current members, is the essential key to high membership retention. Individual members should be encouraged to develop and to attract new members into the Club. Membership development is seldom a problem if a Club has gained community recognition and appreciation through the five previous steps. Active persons in the community will already be attracted to the Club. Both the Club and the individual members should encourage potential new members by increasing their knowledge of Lionism's purposes and by asking them to commit themselves to those purposes.

It is believed that if each incoming President sets out to implement, or to improve the previous implementation of the Six Steps outlined above, we shall have very many successful Clubs and, even more importantly, happy members.

### **5.6 CLUB COMMITTEE STRUCTURE**

Generally, the Committee structure of an established Club stays much the same from year to year, but the advent of a new President may well be the time to reconsider the management format for the Club, especially if there have been large changes in membership numbers during the previous year. This subject is covered in Chapter 4 of this manual.

It is difficult to set out procedures that will be generally applicable to every Lions Club in Multiple District 201.

The smaller Clubs, typically those with fifteen or fewer members frequently operate with limited emphasis on the Board of Directors, in effect, allowing all members to be the Board. Committees do not often feature largely in the scheme of management; even the planning of Club activities and projects is the property of all members in such Clubs.

The same system will not be suitable in larger Clubs. The medium and larger Clubs have a different situation, and need a different management style.

It would certainly lead to complaints about the length of meetings if it were not so. It is often said that 'Our Club became too hard to manage when we gained a membership of more than 30'. What has actually happened is that there has been no alteration to the way the Club is administered, and the small Club style of decision making with limited delegation and few committees has failed to work with the larger membership. Refer to Chapter 4 of this Manual.

It is a fairly safe rule that the larger the Club, the more the President needs to delegate. This not only means ensuring that the Vice Presidents have real responsibilities, but that there is an efficient committee system in place to plan and coordinate the various activities of the Club.

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## 5.7 SPECIAL COMMITTEES

From time to time, a President will need to set up special committees, possibly for projects or purposes that arise during the year.

Whilst this procedure is very necessary, do not be tempted to set up a committee for every task that arises - often it will be found that the task is well within the capabilities of one member who may have the necessary experience to handle the job alone. However, such tasks are often the opportunity for a newer member to gain experience, and you should suggest to the responsible member that he enlists the newer member as an assistant.

It needs to be stated that calling for volunteers during a meeting, which seems to be the most common way of setting up such committees, is not necessarily the best way. The project should be approached with forethought and planning as to what is to be done if a need for a committee arises, and preferably a plan should be in place as to who will be asked to handle the task.

One method, which takes some extra time and thought, is for the President to approach a member who it is believed has the skills or experience (or the willingness to learn on the job) and ask him/her to act as Chairman of a particular committee.

This approach requires the devotion of time to discussion about the project, its budget, a time line or program, and so on.

Once the discussion reaches a satisfactory conclusion, then the nominated Chairman can be asked to complete the committee. He/she is unlikely to approach Lions he/she does not get on with, and a reminder from the President about those who are less heavily committed, and whom are felt to be suitable may well be timely.

## 5.8 ROLE OF THE PRESIDENT AT A MEETING

The President is central to the success of every Club meeting. You must ensure that you:

Arrive early enough to greet your special guests and also to greet, and enjoy fellowship with the members and their guests;

Are fully conversant with the background or activity involving the guest speaker or special guests. A strong liaison is vital between the President and his program committee;

Use the correct protocol in effecting introductions of official Lions Guests. This aspect is important and must never be ignored;

Arrange contact with each Lion who is programmed to do something at the next meeting. This must take place several days prior to the event, to ensure availability and to advise on the time allowed for his/her particular input;

Set and encourage correct dress standards to be used at every meeting. Remember that meetings are generally held in a public place, and that the public perception of Lions, to a large extent, depends on how we are seen at meetings or whilst engaged in projects.

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## 5.9 ORGANISE THE CLUB PROGRAM!

One of the most effective ways to ensure success in a Club's program for the year is to plan ahead. The President should discuss plans and ideas for the year with the program Chairman. Ensure there are interesting guest speakers, partners' nights and Club visits.

Use a planner to organise the program of events for the whole year. Plan the operation - by days, weeks, months, quarters, half year and full year. Use a day-by-day calendar and mark everything on it. A wall chart is ideal for this purpose because it can be displayed at each meeting for the benefit of all members.

Firstly, enter all important dates like Club meetings, board meetings. You should then add the many predetermined program items such as the District Convention, District Governor's visit, Region Chairman's visit, Zone Chairman's visits, Conventions, zone meetings, partners' nights, etc. The President should consult with the program Chairman and committee rather than fixing the complete program.

The whole key to successful meetings is variety - even the best ideas must sometimes be changed! Try to achieve both entertaining and educational meetings. Have fun and you will find that many problems disappear.

Give Lions' partners several opportunities to visit the Club. In a yearly program of 24 meetings, ensure that partners are welcomed to several, some Clubs consider 6 as the minimum number of partners' nights for the year, whilst many Clubs now welcome partners at all meetings, or at all non-business meetings.

Involve the membership and ensure that all members are used for meeting duties on a rotational basis. This creates an interest amongst the membership. See that all members have an opportunity to do every job available at dinner meetings from time to time. A roster of members should be maintained to ensure that this takes place.

Organise at least one meeting a year at which an opportunity is given for members to constructively criticise their own Club. Make sure that this meeting is closed to visitors, as robust argument may not promote the best view of Lionism to those outside our organisation.

Advance details of the program should be printed in the Club bulletin and made available to members at least a week prior to the meeting. The name of the guest speaker and the names of the Lions who are to introduce and thank the speaker must be published. Restrict introductions and votes of thanks to 2 minutes each.

Seek interesting guest speakers and ensure variety. Members need to be advised on the many aspects of our Association - the educational and instructional areas should not be ignored when selecting guest speakers.

Cooperate with the Lion Tamer to ensure that the meeting room is set up and ready well ahead of the scheduled starting time.

Plan for a Greeter or Greeters to be on hand to meet everyone as they arrive. Greeters need to arrive in sufficient time to allow for this to happen. Make members and visitors feel welcome at every meeting.

Avoid cliques by placing name cards on the table and rotating the cards each meeting to allow all members and their guests the opportunity of meeting each other.

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## 5.10 INVITATIONS TO GUEST SPEAKERS

Do send a formal letter to invite guest speakers to your Club. They will appreciate the gesture, and you will have the opportunity to give directions to your meeting place and perhaps mention issues such as for how long you wish them to speak; and what facilities are available such as projectors, video, etc.

Remember the following points and ensure that your program committee takes account of them:

Nothing is more distressing to a guest speaker than for you to advise, when they arrive, that you want them to speak for 15 minutes when they had a half hour presentation prepared and rehearsed!

Or for them to find that the required technical equipment is nowhere in evidence!

If a public address system is to be used, ensure well ahead of the starting time that it is in excellent working order and is adequate for the needs of the particular meeting.

Where you do not know the speaker, do make sure that you request curriculum vitae, or at least ensure that you have sufficient information for a proper introduction.

Rather than a lengthy talk, it is often better that the effective length of a presentation is extended by questions from an audience interested in particular aspects of a subject. Always provide the opportunity for questions.

If District Chairmen are to be invited to visit the Club, give them plenty of notice - they are just waiting to be asked – but not at 24 hours notice because another speaker let you down!

Maintain your proposed program as closely as possible and make necessary - but limited - adjustments as the year progresses.

Remember that your Club holds regular meetings every month. It is strongly advised that you do not vary the established pattern unless it is unavoidable. In many ways you will find that your members are 'creatures of habit' and plan their other activities around the regular Club meetings. Any alteration of the regular meetings, however well intentioned, tends to cause confusion and additional apologies for absence.

When the Club has visiting dignitaries, check with the official order of protocol to ensure correct introduction of the guests.

Ensure that a member of the Club is delegated to greet and introduce guests and visitors to the members. The Immediate Past President is often asked to act as 'Greeter'.

## 5.11 DISTRICT GOVERNOR'S VISIT

During the year your Club will receive a formal visit from the District Governor. This is a most important meeting for both the District Governor and for your Club. The Governor will be concerned to see how your Club is operating, and will be interested in your projects.

Often, he/she may wish to meet with the Club's Board privately; or possibly check that the Club is complying with policy and the constitutions. He/she is required to render a report on each Club to Lions Clubs International.

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Your Governor should be introduced properly to each member of your Club, and you should ensure that any member who wishes to raise any matters with the Governor is able to do so.

Normally, the District Governor's visit allows both formal and informal discussions with the Club and its members, and no other speakers or guests should be invited unless the Governor has agreed.

In the majority of cases his/her partner will accompany the Governor, and it will be appropriate for partners to be present at the meeting.

Often, it will be necessary for the Governor to stay overnight to avoid lengthy late night journeys; a considerate Club will try to provide hospitality in this event - do remember to check this point beforehand.

It should be remembered that the District Governors have an important and time-consuming job to do on behalf of the International President, and should receive an appropriate welcome and recognition.

He/she will be in a position to discuss the International President's program and his district policy for the year, and any other matters that affect your Club's operation.

If your members have specific matters that they wish to discuss, or you wish your Governor to carry out special duties such as the induction of new members or the presentation of awards, please take the trouble to advise such matters/duties to the Governor in advance of the meeting.

## 5.12 BASIC RULES FOR RUNNING MEETINGS

With all the planning done, you will eventually arrive at the start of your year, and be confidentially looking forward to your first meeting 'In the Chair'.

The rules of debate and of the constitutions exist to assist you to control meetings.

Never forget the basic rule for chairing a meeting -

### **SOTFOT - START ON TIME - FINISH ON TIME.**

If meetings commence punctually members will arrive on time. One of the most common complaints about Lions meetings is that they finish far too late.

Always have a written agenda. It is a plan for the meeting that will enable all the important business to be dealt with correctly and yet still finish on time.

Prior to the commencement of the year, the President should make arrangements with the Secretary for the preparation of agendas during the year. In most cases it is better that the Secretary does this in conjunction with the President, since the Secretary will have up to the minute knowledge of correspondence etc.

### **KEEP CONTROL OF THE MEETING AT ALL TIMES.**

Remember that as President (and Chairman) you are the guardian of the time which your Club members assign to Lions - do not allow their time to be wasted! Occasionally you will find it necessary to use the gong to get your meeting back under control. Do it - be firm but fair and do not allow the floor to control the meeting. Do not

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hesitate to wind up discussion on any matter once you feel that both sides have put their case fairly - avoid needless repetition.

Use the rules of debate. It is necessary to be flexible in the interpretation of these rules. Some members are intimidated by strict adherence to the rules. On the other hand, others may take advantage of the situation if you are too generous. It is important that you know the rules, even if you do not always rigidly enforce them. (See later in this Chapter for a basic set of rules).

### 5.12.1 TYPICAL MEETING AGENDA

The President must ensure that he/she has an agenda prepared for each meeting.

The agenda should have an approximate timing for each item.

The agenda serves as a control document for the meeting, enabling guests to be correctly acknowledged, apologies to be submitted etc; and if used properly will assist in keeping the meeting on schedule. The following outline is a simple example:

<b>AGENDA</b>	
7.00 p.m.	Call to Order.
	Invocation & Loyal Toast (remember that not all Lion members are Christians)
	Loyal Toast and/or National Anthem.
7.05 p.m.	Greeter - Welcome to Visitors and Guests
7.08 p.m.	Apologies for absence.
7.15 p.m.	Tail Twister
7.30 p.m.	Ethics and/or Purposes.
7.35 p.m.	Club Announcements by Secretary
7.45 p.m.	Lions Information Talk
7.55 p.m.	Break
8.05 p.m.	Introduce Guest Speaker.
8.07 p.m.	Guest Speaker
8.20 p.m.	Vote of thanks to Guest Speaker
8.25 p.m.	Minutes of last meeting
8.30 p.m.	Matters arising
8.40 p.m.	Vice Presidents' Reports
8.55 p.m.	Other business
9.10 p.m.	Ethics and/or Purposes.
9.15 p.m.	Final announcements
9.25 p.m.	Close of Meeting

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## CLARIFICATION OF MOTIONS

Always clarify the meaning of a motion from the chair if the mover (see under Motions) has not already done this.

Nothing is worse than to allow debate to proceed on a motion that is not clear to all the participants in the debate. Always ensure that any motion is specific as to who or what is to take action before you allow it to be seconded and thus brought to the floor of the meeting for debate.

Where any proposal involves financial expenditure ensure that the motion incorporates the amount or at least a limit of expenditure. You should allow your Treasurer to say whether such expenditure is feasible, and in addition, ensure that for insurance purposes, all Club activities are authorised by way of a motion, and duly recorded in the minutes.

Remember that if you ensure that Motions are correct before they reach the floor for discussion, you will avoid troublesome amendments later in the discussion!

If the motion is complex, ask the mover to write down the motion to ensure the Secretary has it correctly recorded.

This makes the Secretary's job easier, and allows the ensuing debate to proceed along logical lines without arguments over semantics.

As President or Chairman of the meeting, you should be impartial. However this is sometimes difficult in smaller Clubs when the President or Chairman will be involved in the matters under discussion. Where this is the case, ensure that both sides of any question are discussed and avoid stating your personal views whenever possible.

Where the President or Chairman is known to favour a particular course of action, it is best to ensure that a vote is taken on any critical issue; and if he/she wishes to take an active part in the debate, or is named in the motion, he/she should vacate the chair during that debate.

The Chairman of any meeting should use his/her vote with care. Under our constitution the President has only one vote. Generally, it is better that the President or Chairman does not vote unless it is necessary to maintain the status quo. It is better to maintain the status quo, even against your personal judgement, rather than risk splitting the Club over a matter where opinions are evenly divided. Remember that, for matters that may affect the Club constitution, local legislation may require a 66% or 75% majority, depending on legislation in your state or territory.

Empower the Board of Directors and the Club committees. Having delegated responsibility, trust the people to whom responsibilities have been delegated.

Try to resolve queries outside the meeting rather than challenge your officers over matters, unless they are very significant.

### 5.12.2 TAIL TWISTING

The Tail Twister is now an optional appointment for a Lions Club, following an International Board ruling in October 1998. In Australia, the Tail Twister is almost a tradition, but you should ensure that the practice does

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not get out of hand in your Club.

Multiple and lengthy tail twisting sessions should be avoided, particularly when visitors are present - remember that in many cases the visitors may not understand the 'fines' - and that will mean that they will feel 'out' of the meeting – and maybe even bored.

Tail Twisting should be given a definite time limit on the program. Some Tail Twisters fine every member - that process can be often boring and time consuming. The same persons should not be fined at every meeting - involve everyone in the fine sessions over a period of meetings. Avoid fining the same Lion more than twice in one meeting.

By having a good supply of topical and current stories or anecdotes, a Tail Twister can involve members who may not have as high a profile as others. The Tail Twister's function is to provide good fun and Club harmony - to fine for fun and not for funds. Blue or risqué jokes or stories must never be used at any Lions meeting. Jokes can be fun - but must be kept within the bounds of decency and propriety.

## 5.13 OVERVIEW OF CLUB ADMINISTRATION

It is strongly suggested that the Club President becomes familiar with both the Secretary's and Treasurer's duties, which include membership reports, records, correspondence, 100% Attendance Awards, finance accounts, provision of regular financial reports, and the need to see that monies are banked regularly.

Remember that it is the President's responsibility to see that the Secretary and Treasurer, on who so much depends for the success of the Club during any year, perform their duties effectively and efficiently. As President, you should ensure that the Club's bank accounts are reconciled on a monthly basis and that the independent audit for your year is promptly completed.

You should particularly note the requirements of District, Multiple District and International bodies so that you can ensure these are carried out, and that the accounts are kept up to date for audit. Records of your meetings should be kept in a bound minute book, and signed by the President as a true record of proceedings, once the minutes have been approved at the following meeting.

Many Clubs now use computer systems for the maintenance of Club records.

Ensure that your Club has adequate backup systems in place, and that up to date 'hard copy' records are kept as a precaution.

The majority of Clubs are incorporated under State law and you should ensure that Clubs comply with legislative requirements.

### 5.13.1 CORRESPONDENCE

You should ensure that, as President, you are aware of incoming and outgoing correspondence, and make the necessary arrangements with your Secretary.

You should also expect to sign the monthly membership reports from the Secretary and bank reconciliations from the Treasurer.

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Club correspondence needs to be attended to immediately to avoid delays. Make sure the Secretary brings the inwards and outwards correspondence files to each meeting, and that the mailbox is cleared regularly between meetings.

Copies of correspondence should be distributed to relevant Vice Presidents and/or chairmen, and a record kept of each item. Ensure that the Secretary retains the original of all correspondence, other than invoices, statements and receipts, for the Club files. The originals of all invoices, statements, and receipts should be passed to the Treasurer as supporting documentation for presentation to the Club auditor.

It is not acceptable for the Secretary to clear the mailbox on the way to the meeting and shuffle through correspondence at the meeting! Neither is it necessary to read out each piece of correspondence at a meeting.

Instead, why not have the items circulated in a file with a reference list that permits each member to examine items in which he/she is interested?

### **5.13.2 LIAISON WITH DISTRICT**

Maintain regular contact with the zone Chairman and attend the District Governor's Advisory Meetings for your zone. Attendance is also a requirement for your President's award at the end of the year.

These gatherings of Clubs in each zone are important, for they are part of the link between the Club, district and Lions Clubs International.

Your Club may have ideas that other Clubs can use, and in exchange strategies may be borrowed from them.

The Secretary and membership Chairman should accompany the President, and in many cases it is appropriate that the Treasurer should also be present.

The general format for such meetings involves reports on Club status and activities from each President, and it is a good idea that a number of copies of each Club's report should be available for the information of the other Clubs in your zone. You should report on such meetings at your Club, particularly in regard to the projects being carried out by neighbouring Clubs.

### **5.13.3 SOCIAL ACTIVITIES**

It is important to promote social activities in any Club.

Good fellowship promotes efficiency and good results - and the choice of program and social functions can be as important as some of the Club's project activities.

Ensure that a member has the responsibility for the organisation of social functions, but remember to ensure that the cost of such activities does not become a burden on members.

### **5.13.4 HUMAN RELATIONS**

The President's skills as a leader and as a communicator will determine how effectively his/her objectives are realised. At all times, the aim must be to achieve a harmonious and happy Club, working together in the spirit of Lionism and the motto, 'We Serve'.

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An important aspect of the President's task is to maintain that harmonious relationship. Be alert for any signs of disharmony within the Club and act to defuse the problem.

In any group of people there will be times when personal differences develop. It would be naive to imagine that all of these can be overcome, or indeed that there will never be disagreement between members. However, much can be done to minimise such problems and persuade the members concerned to 'agree to disagree' in the best interests of the Club. Remember that there are techniques for the resolution of conflicts, and do not hesitate to seek advice from senior Lions if you feel the situation is getting out of control. The principle of resolution is embodied in the Lions Ethics.

Many Clubs have a welfare officer designated, whose duties are to ensure that the welfare of Club members is looked after - each of us from time to time suffers a personal disaster and needs the support of others - and who better to come to the rescue than our Lions friends. Our concern for others should not blind us to our own problems.

### 5.13.5 THE QUALITIES OF LEADERSHIP

Keep in mind that, at the end of their term of office, Presidents are asked report on the conduct of the Club's affairs during the year.

They should build their Clubs, in every way possible, to be an example to other Clubs, and a credit to the community, the district and Lions Clubs International.

A good definition of leadership is 'the knack of getting other people to follow you and for them to readily do the things you want them to do.' As a good leader, you will be equipped with knowledge of the community, the Club and the Association. Good leaders realise the greatest achievements are reached through a team effort, using effective delegation.

It is essential for the President to be fully knowledgeable of all members. Getting to know members will assist with building a team and the achievement of goals in fellowship and service.

A survey should be done to find out the wishes of members, their various talents and the time that each has available to give to meetings, activities and projects.

Making members feel needed is essential to build a year of success; and you should be aware that 'Good members will take on important tasks, if they see the importance of those tasks'. On every occasion the members should be told what is required and asked for their support. Ensure that everyone is clear on the completion date and reasons for their activity.

One major ingredient in the role of leadership is to be a good 'time manager' and this will earn respect from members. Remember that the time of your members can never be replaced. Use it well!

A good motto is 'Do it now!' Plan to save time.

Write down the tasks that have to be done and number them in order of importance. Begin at number one and stay with it until it is completed. Recheck priorities, and then carry out task number two.

If any task seems to be taking too much time, don't worry about it. It is better to complete half of one task in

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the time that has been allocated rather than half finish all the tasks and have none completed. Do one thing at a time and finish it.

Presidents who do not normally use a diary should get one and develop the habit of using it. Diaries help to reduce brain strain. A diary used properly can be an administrator's most powerful tool; it will reduce the incidence of forgotten projects and Club commitments, and assist in maintaining priorities when time is short.

But above all, remember to DO IT NOW!

## 5.14 OFFICIAL PROTOCOL

The official protocol policy of The International Association of Lions Clubs is reproduced below.<sup>FFF<sup>1</sup>FFF</sup> Only the principal speaker is required to acknowledge all dignitaries present at any function.

### Order of Precedence

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a)  
(Board Appointees)\*
5. Past International Presidents (b)
6. Past International Directors (c)
7. Campaign SightFirst II National/Multinational Coordinators (d)<sup>\*\*\*</sup>
8. Chairperson, Council of Governors (a)
9. District Governors  
(Team 20-K Coordinators; Campaign SightFirst II Sector, District & Group Coordinators (d))<sup>\*\*\*</sup>
10. Association Executive Administrator
11. Association Secretary
12. Association Treasurer

<sup>1</sup> Detailed information regarding this list can be found on the LCI website [www.lionsclubs.org](http://www.lionsclubs.org) Club Resource Page form The International Visitor - A Hosting & Protocol Guide (pr768.pdf)

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13. Past Council Chairperson (a)
14. Immediate Past District Governor (a)
15. Vice District Governor (a)
16. Past District Governor (a)
17. Multiple District Secretaries (Volunteer) (a)
18. Multiple District Treasurers (Volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairperson (a)
22. Zone Chairperson (a)
23. District Chairperson (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c )
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

**EXPLANATION OF NOTES USED ABOVE:**

(a) When more than one is present, they shall be recognized 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.

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(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) In recognition of their term of extraordinary service as Campaign SightFirst II volunteers. This position will expire at the adjournment of the 2008 Lions Clubs International Convention. Where this individual holds more than one title, he/she will be recognized in protocol for their highest position only.

\* Appointees by the international president to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized 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.

\*\* Single, sub and multiple district constitution & by-laws or local customs and practice may alter the order of precedence and/or content of numbers 12 through 30.

\*\*\* Coordinators shall be introduced and otherwise recognized before Lions who have held the same office. At the conclusion of the program and/or campaign, special recognition shall cease.

#### **5.14.1 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 appointed ones.

It is recommended that Melvin Jones Fellows be recognised as a group. In introducing speakers, their status as Fellows should be mentioned.

#### **5.14.2 NON-LION DIGNITARIES**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker then he or she should be seated directly to the right of the Chairman (see below). Generally, such a principal speaker should be recognised ahead of Lions dignitaries. Always ensure the correct form of address for any dignitary.

#### **5.14.3 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).

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Audience

7	5	3	1	2	4	6	8
---	---	---	---	---	---	---	---

Figure 1

As shown in figure 2 below, 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.

Audience

7	5	3	1	Podium	2	4	6	8
---	---	---	---	--------	---	---	---	---

Figure 2

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.

#### 5.14.4 CHAIRMAN OR MASTER OF CEREMONIES

At some events, 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 or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international director at a district function), then that precedence should rule.

#### 5.14.5 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.

#### 5.14.6 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").

#### 5.14.7 NATIONAL ANTHEMS

When official representatives of the International Board of Directors (whether or not currently serving on the board) 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.

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Lions Clubs International Publication PR768 details the Official Protocol, and may be downloaded from the website or obtained from the International Office. Be aware that the protocol may change from time to time.

#### **5.14.8 AUSTRALIAN CUSTOM**

Within Australia, it is normal to recognise the most senior person present first, and so on, in direct contradiction of the official Lions Clubs International policy.

Also, the official protocol states that 'Clubs, Districts and Multiple Districts are required to extend the same rights and privileges as required under official protocol to resident officers as they would extend to officers visiting from other districts, Multiple Districts or constitutional areas, irrespective of local custom'.

Much depends on the nature of functions, and where International Officers are present it may be appropriate to utilise the International policy. Whilst recognition of individuals according to their position is important, the Australian tendency to informality also means that lengthy introductions should be avoided wherever possible.

However, we should recognise senior Lions on more formal occasions for their contribution to Lionism. The degree of formality should however depend on the nature of the function and who is present. One way of dealing with this situation is to acknowledge, for example, Past District Governors as a group but in the correct order of precedence. You can then ask that the audience acknowledge that group just once, instead of having a number of separate bursts of applause.

At a normal Club meeting it would not be considered either necessary or appropriate to recognise, say, past District Governors who were members of that Club. However, a visiting past District Governor or cabinet officer should be accorded that privilege if only because the members of the Club may not know him/her.

For some more formal occasions such as the annual changeover night, the Chairman for the evening can 'set protocol' to simplify proceedings. This is done by recognising senior Lions at the start of the evening and then stating the form of address for the rest of the evening. That address could then be as simple as 'President John Doe, Lions and Guests'. It would be a good idea to leave a note of that protocol on the podium to remind subsequent speakers.

At all times, try to avoid the tedious repetition of long acknowledgements - they achieve little and bore the guests.

### **5.15 INDUCTION OF A NEW MEMBER**

The Induction of a new member is very important. For most of us it is a once in a lifetime experience and ought to be treated as such. Some Clubs ask a senior Lion or the Membership Chairman to perform the actual induction, whilst involving the President in the ceremony.

Any ceremony demands the attention of the whole Club. The best way to ensure that this happens is to ensure that what is said and done is worth the attention of the whole Club.

Before you begin decide where you, as President or Chairman, the sponsor, and the inductee will stand. Make sure you have a visual focus to back up your presentation, such as your Club's flags, or bannerette displays.

Many Clubs like to involve the inductee's partner in the ceremony, by having him/her join the group before the

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Club.

This, depending on circumstances, is a good idea, provided you give the partner an active role.

Copies of standard induction ceremonies are readily available from District Officers, and form a good basis for your planning. You can also download suggested ceremonies from the International website. Remember that when Lions have heard the same format for twenty or more years it tends to lose some of its ability to hold the audience's attention.

You should not be afraid to vary the program to suit the needs of a particular Club, or a particular situation. For example, it may be appropriate to shorten the format for a re-joining Lion, inducting a number of new members at the same time may suggest different wording.

At the same time it is essential to keep the main purpose and its message clearly in focus. An example of an induction ceremony follows.

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## NEW MEMBER INDUCTION CEREMONY

### New Member Induction

Would ..... and ..... Lion come forward.

On behalf of the officers and members of this Club, let me say how important your induction is because you represent the beginning of a new era for the Lions Club of .....

We will welcome you because you bring with you new ideas, and new ways of tackling old problems. Membership of Lions is by invitation and we are delighted that you have been invited and accepted the invitation to be a member of this Club, and part of the Lions Clubs International family.

Membership is a privilege. You are about to join the world's largest and most active service organisation, with over 1.4 million members in countries on every continent.

You will have read the Ethics and Purposes of our Association, and from them you will know that membership of Lions entails definite obligations.

Lions Clubs International is not a social or political organisation. It is a group of people banded together to do the things that you and I cannot do alone. The quality of the outcome depends on our unity. The strength of our organisation depends on our individuality. You have seen how Lions Clubs serve their communities, and those who are blind, sick, stricken and handicapped.

This humanitarian work would not be possible unless men and women were willing to give their time and effort.

Any member will tell you that this service requires work, some of which you will be asked to do. Lionism is a co-operative effort in which every member takes a share of the load so that the burden on others may be less heavy.

There are rewards too.....

- The fellowship and company of some of the nicest people in town.
- The opportunity to work with other committed men and women.
- The opportunity to help provide solutions to community problems.
- The opportunity to assume a leadership role.
- The opportunity to practice old skills and develop new ones in areas of planning, organising, or public speaking.

You will find that membership will add another dimension to your social life.

You are about to become a part, and an important part, of the Lions International story. I now ask you to read the oath of acceptance.

I do hereby accept membership in the Lions Club of ....., knowing that such membership obliges me to participate in all functions of the Club.

To the best of my ability I will abide by the Lions code of ethics, attend meetings regularly, accept such assignments as are given me and contribute my share to the programs of my Club, district, and Lions Clubs International.

You are now a member of the Lions Club of .....

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### New Member Induction (cont.)

(And to the sponsor: ) 'Lion....., will you present Lion with his/her membership badge?'

I would like to remind all Lions of the responsibilities that Lion ..... as a new member sponsor, has undertaken that he/she will:

Make Lion ..... feel welcome by introducing him/her to those Lions he/she doesn't ..... already know.

Provide him/her with information about the Club, its officers and its constitution.

See to it that Lion ..... is immediately involved in Club activities.

Be ready to answer questions about Lionism, and encourage Lion..... to discuss any problems ..... that may occur with a view to finding a solution.

Assist Lion ..... to develop into an outstanding Lion.

(If appropriate)

I ask that you all welcome Lions Partner ..... into our Club, and involve her/him in our activities

Lion ....., let me be the first to congratulate you and welcome you to membership of the Lions Club of .....

(If appropriate)

Lion .....will you, on behalf of the Club, present Lion.....with his/her certificate of membership and New Member Kit?

And now, I ask all members of the Lions Club of .....to greet their new member.

The Club President should then take the new member around to each Club member and introduce them individually.

## 5.16 RECOGNITION OF MEMBERS

At the end of the Lions year, and generally at the annual changeover and awards evening, it is customary for the Club President to recognise the efforts put in by his Club members during the year. Generally, this is done by way of certificates of appreciation, award plaques etc.

You will find a selection of suitable items in the Club Supplies catalogue, but there will generally be local sources of supply as well.

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It should be mentioned that such awards should not be a personal financial responsibility of the President, and the costs should be met from the Club administration account.

There will be occasions upon which special recognition is justified, and there are a number of ways in which this can be achieved. Refer to Chapter 10 of this Manual for a description of Rewards for Service.

## **5.17 NOMINATIONS COMMITTEE**

All too soon during your year of office, specifically in December/ early January, you will need to pay attention to the election of your successor and his officers.

It is important that you follow the correct procedures, which are discussed in Section 4.7 of this manual.

As President, you will need to appoint a Nominations committee, which should be chaired by a senior and experienced Lion.

It is possibly best that the Chairman of the Nominations committee should not be involved as a nominee for election, although this may not be practicable in a smaller Club.

### **WHEN YOUR YEAR IS OVER**

Most Presidents have some feelings of regret, perhaps mixed with relief, when the year is completed. You should be able to look back with satisfaction at your achievements.

Finish off a successful exercise by taking some time and care when handing over to your successor.

Make sure that all Club records are complete, and in particular ensure that your Club accounts have been completed and submitted to the auditor.

Discuss the present position of the Club with the incoming President, and acknowledge the tasks that may not have been completed.

Remember that good leaders encourage and prepare other good leaders to succeed them. Remember also that whilst your year as President is over, there is still much to be done. Find new responsibilities, and do not be tempted to hang on to the job you have finished.

As a retiring President, you may be asked by your District Governor elect to undertake the task of Zone Chairman for the new Lions year - this is one of the most rewarding jobs in Lionism.

## **5.18 RULES OF DEBATE**

### **5.18.1 PRELIMINARY**

It is important that the President or Chairman of a meeting has a clear knowledge and understanding of the Rules of Debate, but it is also equally important for each participating member to know the rules under which the meeting is being conducted.

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In a Lions Club the basic objective is to harness and direct the collective 'know how' of the group into meaningful discussion, leading to effective and efficient decision making and action.

Lions International Multiple District 201 accepts as a standard 'Law and Procedure at Meetings in Australia' by Joske. This book, however, has a legal background and is unnecessarily complicated for an ordinary Lions meeting.

While still accepting Joske as the authority, the following abridged rules are recommended for use by Lions Clubs.

They are not for the purpose of scoring points against each other, or for long debates on technicalities, but rather to ensure uncomplicated and efficient processing of business.

Good fellowship must be the keynote of all of our meetings, and when all else fails the 'Rule of Commonsense' must prevail.

## 5.19 RULES OF CONDUCT

No member shall address the assembly without first obtaining permission and direction from the President or Chairman, and he shall address himself to the Chair.

The President or Chairman may remain seated during normal business, but members addressing the meeting shall stand.

The exception is when the President is making a specific report or introducing guests.

Members speaking shall confine themselves to the question under debate and avoid personalities and indecorous language.

The mover of a motion shall be allowed a maximum of 4 minutes, and his right of reply shall not exceed 3 minutes. All other speakers, including the seconder, shall be limited to 3 minutes, provided that an extension may be given to any speaker by resolution of the meeting.

No new matter shall be introduced in the reply and all speakers should avoid tedious repetition and trivia.

Questions must be directed to the Chairman and he/she may direct the mover to reply, provided such reply must not exceed 2 minutes and shall be confined to the question alone and shall not be considered his right of reply.

Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure that such intention has the approval of the President and is placed on the agenda.

### 5.19.1 THE MOTION

A motion is usually positive in nature beginning with the word 'That'. It should be carefully researched and worded, and where possible a copy submitted to the President and Secretary in writing.

The motion must be moved and seconded before discussion and the motion lapses if a seconder is not forthcoming. It is acceptable for a member to second a motion in order to hear the proposal. He is not

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committed to vote for the motion.

After the motion has been formally moved and seconded, the proposer may speak to the motion for a maximum of four minutes.

The seconder shall then be invited to speak for a maximum of three minutes. He/she may request a deferment but loses this right if the debate is terminated before he/she speaks.

If the above two speakers, ie, mover and seconder, speak for the motion, the Chairman must then call for two speakers against the motion. Thereafter, speakers for and against must be selected alternately until the debate is exhausted or terminated.

If there are no speakers against the motion, it may be put to the meeting immediately.

No person shall speak more than once on a question, but a motion and an amendment are considered to be different questions. A member who has spoken to a motion may speak again to an amendment.

If any member feels more time or investigation is needed, provision is made later in these rules under formal motions (Para 5.19.4) for the debate and consequent decision to be adjourned.

#### **5.19.2 AMENDMENTS**

Amendments are often the main cause of confusion at meetings, as members and even the Chairman can easily lose the thread of the debate. The Golden Rule therefore is one step at a time, and good sense suggests only one amendment at a time.

In matters of a complex nature, it helps if a copy of the motion is available to every member during the debate. The simple rules governing amendments are:-

An amendment must not be a direct negative to the motion. The simplest way to negate a motion is to vote against it and indicate your intention and reason for doing so in the course of the debate.

An amendment is an alteration to the wording of a motion. It may leave out certain words, change certain words or add certain words, but the basic intention of the motion must remain and the amended motion must stand up to common sense interpretation.

More than one amendment may be made to the original motion but amendments to amendments are not permitted, for example: a motion may contain several elements such as a basic purpose or intention, a method, a time, a place and a cost. While maintaining the basic purpose or intention, any or all of the other elements may be altered by amendment either singly or collectively.

The wording of a motion may also be amended to assist common sense interpretation of its intent.

Further amendments (plural) may be foreshadowed to indicate a direction for debate, and the Chairman in his wisdom may decide the order of debate to ensure continuity.

After debate, each amendment must be voted upon, and if passed, the amended motion becomes the motion. The mover of an amendment has no right of reply.

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When all required amendments are in position, the amended motion is known as 'The substantive motion', and this must be finally voted upon to become a resolution of the Club.

### **5.19.3 VOTING**

Voting by proxy is not permitted within Lions Clubs International.

A quorum shall consist of a simple majority of members in good standing (ie, more than half of the members of the Club must be present). An affirmative vote shall consist of a simple majority of the members present, providing they constitute a quorum.

However it should be noted that the requirements for quorums and affirmative votes at any General Meeting of the Club held to comply with Australian State or Territory law may be different and you should ensure that you comply with the relevant legislation. Normally, the Club constitution approved for use in your state or territory will cover this requirement.

When a motion is passed it becomes a resolution. Most resolutions require action of some sort and before the matter is closed, the President or Chairman must ensure that responsibility for such action is clearly defined and delegated.

### **5.19.4 FORMAL MOTIONS**

When a debate is becoming tedious, time consuming or perhaps heated, or when a member feels more investigation is required or more pressing business is on the agenda, several options are available in the form of Formal Motions as follows.

All formal motions are subject to acceptance by the President or the Chairman and are not open to debate.

### **5.19.5 POINT OF ORDER (NO SECONDER REQUIRED)**

No speaker shall be interrupted except on a 'Point of Order', when he shall sit down until the point of order is settled by the President or Chairman, whose decision shall be final in such matters.

The Closure

'I move that the motion be now put.' This motion has priority if accepted by the Chairman and terminates the discussion if passed.

### **5.19.6 ADJOURN THE MEETING (SECONDER REQUIRED)**

'I move that the meeting be adjourned until.....' This motion terminates the meeting and applies to motions and amendments under discussion.

### **5.19.7 THE PREVIOUS QUESTION (SECONDER REQUIRED)**

'I move that the question be not put now.' This motion prevents a vote being taken and shelves the motion for that meeting. It applies to motions - but not amendments.

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#### **5.19.8 PROCEED TO NEXT BUSINESS (SECONDER REQUIRED)**

'I move that the meeting proceeds to the next business.'

#### **5.19.9 ADJOURN THE DEBATE (SECONDER REQUIRED)**

'I move that the debate be adjourned'.

#### **5.19.10 LIE ON THE TABLE (SECONDER REQUIRED)**

'I move that the question lie on the table until.....' Defers the matter to a more convenient time that may be later in the same meeting or at a later date.

#### **5.19.11 RAISE MOTION FROM THE TABLE (SECONDER REQUIRED)**

'I move motion (description) be raised from the table.' Raises the motion that was previously laid on the table and reintroduces it to the meeting. The President or Chairman should have the Secretary read the motion and then invite speakers to the motion.

The President can also usefully remind the members of the state of the discussion at the time the motion to lie on the table was moved, and then call for the appropriate person to continue the debate.

#### **5.19.12 RULES OF DEBATE - SUMMARY CHART**

The following summary chart may be a useful quick reference for the new President. Also a new President may find it useful to ask his predecessor to sit alongside him during his initial meeting, especially if it is expected that controversial topics will arise.

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## 5.19.1 GUIDE TO ACCEPTANCE OF MOTIONS, AMENDMENTS & DEBATE

	To do this	You say This	May you interrupt the speaker?	Is a seconder needed?	Is your motion debatable?	Is your motion amenable?	Vote Needed
1	Introduce new business for discussion	'I move that.....'	No	Yes	Yes	Yes	Yes
2	Amend a motion	'I move that the motion be amended by .....'	No	Yes	Yes	No	Yes
3	End debate on a matter for a vote.	'I move that the question be now put'.	Yes	Yes, unless the Chairman declares otherwise	No	No	Yes
4	Suspend debate on a matter for the, present meeting	'I move that the meeting proceed to the next business.'	No	Yes	No	No	Yes
5	Suspend debate on a matter either indefinitely or until later in the meeting.	'I move that the question lie on the table'	No	Yes	Yes	No	Yes
6	Re-introduce debate on a matter laid on the table.	'I move that the question of ..... be now raised from the table'.	No	Yes	Yes	No	Yes
7	Adjourn debate on a matter until a later time or later meeting	'I move that debate on this matter be adjourned until'	No	Yes	Yes	Yes	Yes
8	Adjourn a meeting.	'I move that this meeting adjourn until'	No	Yes	Yes	Yes	Yes
9	Ensure that a matter is placed on the agenda for a later meeting	I wish to give notice of motion to be moved[when] that'	No	No	No	No	No
10	Draw attention to a breach of procedure.	'Point of order. [e.g.] 'There is no quorum presents Mr Chairman'.	No	No	No	No	No
11	Strike out or cancel a motion previously passed.	'I move we rescind the motion that	No	Yes	Yes	No	Yes
12	Withdraw a motion.	'I request leave to withdraw the motion'	No	No	Yes	No	Yes
13	Have a matter investigated further.	'I move we refer this matter to a committee:	No	Yes	Yes	Yes	Yes

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## CHAPTER 6 - THE CLUB SECRETARY

### 6.1 PREAMBLE

The Club Secretary section of this manual is written in consideration of other Manuals relating to duties and procedures of Club Secretaries and reflects practice common to other Lions Club Officers, particularly Cabinet Secretaries, with whom Club Secretaries should work closely.

This is not a 'stand alone' document for Club Secretaries. It is a set of 'guidelines'. It must be read in conjunction with Club, District, Multiple District and International Constitutions, Rules, By-Laws and Policy Minutes as well as State and Federal Legislation and Incorporation Acts (as applicable) as indicated throughout this text.

Some duties and roles of the Club Secretary described here are obligatory functions and must be adhered to.

### 6.2 DUTIES OF THE CLUB SECRETARY

The Lions Clubs Standard Form Club Constitution states that the duties of the Club Secretary shall be:

'He/she shall be under the supervision and direction of the President and the Board of Directors and shall act as the liaison officer between the Club and the district (single or sub- and multiple) in which this Club is located, and the Association. In fulfilment of this, he/she shall:

Submit regular monthly and other reports to the International Office of the association on blanks provided by it or using the online system, containing such information as may be called for therein and otherwise by the Board of Directors of the Association;

Submit to the District Governor's Cabinet such reports as it may require including copies of regular Membership and Activities reports;

Cooperate with and be an active member of the District Governor's Advisory Committee of the Zone in which this Club is located;

Have custody and keep and maintain general records of this Club, including records of minutes of Club and Board meetings; attendance; committee appointments; elections; classifications (if any); addresses and telephone numbers of members; members Club accounts;

Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed to this Club, collect and turn the same over to the Club Treasurer and obtain a receipt;

Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors'.

### 6.3 CLUB SECRETARY - REQUIREMENTS UNDER STATE LEGISLATION

At all times the Club Secretary should remember that he/she is (in some cases) also the Secretary or Public Officer of an Association incorporated under State Associations Incorporation legislation for the State in which the Club is located.

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He/she will also have to comply with the requirements of that legislation; and in addition State Charities legislation may also have requirements.

It is outside the scope of this manual to provide full details for each State, but the Club Secretary should ensure that he/she is aware of the requirements. If in doubt, it is recommended that the Cabinet Secretary should be contacted.

The Club Secretary should also be familiar with the contents of Chapter 4 of this Manual, which describes the Constitutional and other issues concerning Lions Clubs within Multiple District 201; Chapter 5 describing the role of the Club President, and Chapter 7 dealing with tasks assigned to the Club Treasurer.

## 6.4 CLUB SECRETARY - WHERE TO FIND HELP

In addition to this manual, it is important that the Club Secretary has access to the Constitutions and other documents listed in Chapter 4.

The International Association of Lions Clubs Constitution and By-Laws Publication LA1, an amended version of which is published in July of each year following the International Convention. The text of the publication can be found on the Lions Clubs International website <http://www.lionsclubs.org/>

### **MULTIPLE DISTRICT 201 OF LIONS CLUBS INTERNATIONAL INC. CONSTITUTION AND BY-LAWS.**

Reissued each year by the Multiple District office following the Multiple District 201 Convention. The text of the publication can also be found on the Lions Clubs MD201 website <http://www.lionsclubs.org.au>

### **STANDARD FORM LIONS CLUB CONSTITUTION AND BY-LAWS PUBLICATION LA – 2**

The text of the publication can be found on the Lions Clubs International website <http://www.lionsclubs.org/>

### **A COPY OF YOUR CLUB CONSTITUTION AS ADOPTED BY THE CLUB.**

Australian Districts have versions that also comply with local legislation - refer Chapter 4. This will normally be based on your state's version of Publication LA -2 (above) which will incorporate the requirements of state legislation. In theory, this constitution may contain other items that are inserted by your Club, but you are strongly advised not to depart from the standard Australian version for your State without discussing the matter with your District Governor.

### **A COPY OF ANY CLUB SECRETARY'S MANUAL PUBLISHED BY YOUR DISTRICT, TOGETHER WITH ANY SPECIAL INSTRUCTIONS FROM YOUR CABINET SECRETARY RELATING TO YOUR DISTRICT.**

This manual will contain detailed instructions for the completion and submission of various forms that may differ from District to District. For that reason it is impracticable to include such information in this manual.

## 6.5 MULTIPLE DISTRICT 201 DIRECTORY

In July each year the Multiple District office produces the Multiple District 201 Directory in both paper and electronic forms, which has the primary purpose of listing contact and meeting details for all Australian Lions

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Clubs. Copies of the Directory are supplied to all Clubs in the Multiple District, for which a separate additional charge is added to Multiple District 201 dues. The number of copies is based on a reply received from the Club in January of each year as to how many paper or electronic copies it wishes to receive. If no reply is received from a Club then MD201 allocates these based on a preset criteria.

The Directory acts as a 'Year Book' for Lion members in our Multiple District, since it also lists names and contact details for District Officers and Cabinets.

#### **6.5.1 ADDITIONAL LISTINGS**

- Multiple District Council officers
- District Governors and Partners
- International Officers
- Multiple District Committees
- Foundations
- Holders of ALF and ALDAF awards
- Melvin Jones Fellows
- Past International Directors
- Past District Governors.
- Convention details
- Current details of the Lions Insurance program
- Membership figures
- District Committees and Officers

The Directory is published from Club details provided for International and District organisations on the PU101 forms submitted to District by each Lions Club.

It is essential that each Club completes election processes and enters it into the WMMR on-line (or contact their Cabinet Secretary by the date requested) (31st March) in each year so that the editing and publication/despatch schedule for the Directory may be maintained.

In the event details are not submitted on time it is likely that the previous year's contact and meeting details will be published in the new edition.

## **6.6 GENERAL INFORMATION**

Districts normally issue Club Officer Manuals which provide detailed information on District-specific matters.

Some Districts use a standard form of Club Secretary's Manual prepared by the Multiple District 201 each year, which gives much detailed information on current forms, detailed returns etc. You should refer to your Cabinet Secretary for such publications.

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## 6.7 CLUB SECRETARY'S KIT

In addition, Lions Clubs International issues information packages to each Club President and Club Secretary each year. The Club Secretary's kit contains the following items:

- Club Officer's Manual
- Proposal & Invitation to Membership Forms.
- Blank Official Membership Cards.
- Order Forms for Club Supplies.
- Application for Melvin Jones Fellowship/LCIF. Contribution Form
- Application for Club President's Excellence Award.

Whilst the Club Officer's Manual provided by Lions Clubs International contains some useful general information, much of the content is oriented to the United States of America or has been superseded by Multiple District or District publications prepared in Australia to meet local requirements.

Club Secretaries should use only the procedures, forms and dates outlined in the Australian publications.

Note that it is advisable to keep one copy of each of the forms contained in the kit as a master in case you need to photocopy additional forms during the year.

## 6.8 'THE LION' AND DISTRICT MAGAZINES.

During your year as Club Secretary, you should carefully read "The Lion" magazine, also your District newsletter or magazine, so as to ensure that you see advice or requirements that affect your Club. 'The Lion' magazine is mailed directly to each member six times per year.

During the year, check with the members of your Club to ensure that they are receiving their copy of 'The Lion'. If not, the most likely reason is that they have changed their address details without notifying the Club. You should include such variations on your next MMR (to your Cabinet Secretary) or WMMR (on-line) as a change of address.

District magazine distribution arrangements differ from District to District, you should contact the Cabinet Secretary or publications Chairman for details.

## 6.9 CLUB MAIL ARRANGEMENTS

For continuity and security reasons, most districts have a policy that all Clubs should have a Post Office Box for the receipt of correspondence.

This is strongly recommended, rather than use a private address which will become redundant should the Club Secretary resign, change his/her residence, or when his/her term is completed. Your Club will receive a good deal of mail during the year, and constant annual changes of address for the Club cause much confusion, and the danger that mail will be lost or wrongly delivered. Additionally, delays to Club correspondence may arise during holiday periods.

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In country areas there are sometimes considerable distances involved in collecting mail from a post office box, but it is generally possible to maintain a PO Box number for address purposes, but have the mail diverted to the current Club Secretary's address.

A few words about the handling of correspondence may well be helpful:

Generally, it will not be necessary to 'wait until the next meeting' before action is taken on correspondence.

The incoming and outgoing correspondence files should be maintained progressively during the interval between meetings, and may be used to update your Club President on incoming and outgoing mail.

In general, you should answer or acknowledge all incoming correspondence immediately, and make sure that inward mail is directed to the Club Board member or Committee Chairman concerned.

For instance, all accounts and statements should have the originals sent to the Club Treasurer for his files and appropriate action. Where possible copies should be retained for the Club correspondence file. The original copies of all other correspondence should remain in the hands of the Club Secretary, with copies being sent to the various Project Chairmen or others as is appropriate.

The percentage of 'junk mail' reaching our Clubs is often high, and the Club Secretary is correct in removing such items where they clearly have nothing to do with Club business.

However be careful not to 'censor' the mail, remembering that whilst the Club Secretary may not be interested or agree with a particular item, other members may wish to know. All too often Club Secretaries take on the role of chief censor for the Club and some important correspondence never gets past them.

The Club correspondence file should be available to all members at the meeting, remembering that members are entitled to see all incoming and outgoing correspondence. Remember that there is really no need to read all the correspondence aloud at meetings - you can circulate the incoming and outgoing correspondence file during the meeting.

A reasonable compromise is for the Club Secretary to briefly draw attention to significant items within the file. Some Clubs use an 'Incoming and Outgoing Mail Summary', with the correspondence numbered to facilitate reference.

## **6.10 E-MAIL**

More and more organisations are relying on e-mail as the standard form of business communication, and Lions are no different. Clubs should strongly consider maintaining an e-mail address as part of their communication strategy. Many domestic e-mail accounts allow the owner to have multiple e-mail addresses and a Club member may be happy to allocate one of these accounts to the Club. Correspondence delivered or sent by e-mail should be dealt with in the same manner as Club mail as shown above.

## **6.11 LIAISON WITH CLUB PRESIDENT AND CLUB TREASURER**

Prior to the commencement of your year as Club Secretary, it is strongly recommended that you should meet with the new Club President and Club Treasurer to establish 'ground rules' for the way in which the Club is to operate for the year. Agreement should be reached on such items as:

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- Who is to be responsible for Meeting Agendas?
- How correspondence is to be handled within the Club.
- Who is to prepare the minutes of the meetings - is a Minute Secretary to be appointed?
- Who is to be responsible for arranging meeting accommodation, meal bookings, etc. Where meal bookings are concerned, the member who accepts responsibility for this task needs to be easily contactable.
- If your Club does not have Policy Minutes or some similar document that lays out how such items are to be managed, then perhaps you should consider making it a target to establish such a document during your year.

## 6.12 MEMBERSHIP AND ACTIVITIES REPORTS

There are two reports covering Membership and Activities. The Monthly Membership Report is simply that, a report on membership movements. The other is a Monthly Activities Report that can only be submitted on-line and assists in preparation of the Annual Activities Report

### 6.12.1 MONTHLY MEMBERSHIP REPORTS (MMR)

The submission of Monthly Membership Reports is one of the most important duties of the Club Secretary, and is specified in the International Constitution.

Club Secretaries must report membership information to their Cabinet Secretaries each month on the Monthly Membership Report (C23 A). This information will be on-forwarded by Districts to the International Office following local processing.

Club Secretaries are encouraged to submit Monthly Membership Reports on-line on the Lions Clubs International website, <http://www.lionsclubs.org>.

It is necessary to have a Password to gain access to your Club's records on this website. Your Password is readily available when you access the LCI website.

A Quick Reference Guide on the website is available to help you with the submission of WMMR (Web Monthly Membership Report) and many other useful facilities.

When a WMMR is submitted on-line, it is not necessary to maintain a paper copy in your Club file, nor is it necessary to send a copy to your Cabinet Secretary.

The information you as a Club Secretary submit on-line as a WMMR is recorded instantly on the LCI database.

District Officers with a need for information regarding your Club can access the information on the Lions Clubs International website.

Your Cabinet Secretary is in a position to help you with the operation of this website.

Club Secretaries should disregard any instructions concerning dispatch dates and addresses for Membership Reports in International Manuals and on the Membership Report form - refer only to the instructions received from your Cabinet Secretary.

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The Monthly Membership Report is the most important communication document in use in our Association. It serves many purposes and reaches many people who each extract the information they require from the report.

At Multiple District 201 level, the Membership report data enables the circulation list for the 'The Lion' magazine to be updated via LCI when a member changes address, when new members are added, or members resign or transfer. Approximately 15% of the Lions membership requires changes to their entries during an average year.

Amendments for 'The Lion' magazine circulation list have a fixed closing date for each issue, and if Membership reports are submitted late, alterations may be delayed and members are likely to miss copies of the magazine. In addition, copies of 'The Lion' which are returned as 'undeliverable' incur extra cost to the Multiple District.

It is also particularly important that the membership data be kept up to date for legal and insurance reasons. For instance, if a new member was unfortunate enough to suffer an accident whilst working for Lions and his membership could not be verified, it is possible that an insurance claim could be delayed or voided.

Lions Clubs International considers that timely receipt of Membership Reports is so important that they make it one of the conditions which determine whether or not Club Presidents and the District Governor receive their 100% Awards.

Your Club President or District Governor can spend twelve months in total dedicated service to our Association but not receive due recognition for their efforts because Club Secretaries did not make the effort to submit reports on time.

Note that a report is required for each and every nominated monthly period, and if the Club Secretary is away or on holiday he/she must arrange for another member to submit the Membership Report.

Membership Reports are ultimately used to record a variety of information in the data base records of Lions Clubs International kept by Oak Brook USA and MD201. They are also used to control the charging of International, Multiple District and District dues to the Club's account.

MMRs must leave Australian Districts on a specified date each month to ensure that they reach LCI in Oak Brook by the scheduled date for computer entry. Reports from each District around the world are processed at LCI on scheduled dates and reports not received by those dates have to be held over until the entry date for the following period.

For Clubs in MD201, paper copies of the MMR are NOT to be sent directly to Lions Clubs International in Oak Brook, or to the National Office Newcastle. The various paper copies of the MMR must be promptly dispatched to the address specified by your Cabinet Secretary, in the District Club Secretary's Manual or elsewhere.

The new three part Form C23A (MMR) provides paper copies for the International Office, Cabinet Secretary, and the Club Secretary's record book.

The details provided on the Membership Report represent the membership status changes in the Club for a defined period - but for practical reasons not necessarily a particular calendar month.

Practices in this regard differ between Districts, and again you should seek guidance from your Cabinet Secretary. Club Secretaries should note that the MMR does not require the approval of the Board of Directors, however there is a requirement that the Club President sign a paper copy of the report before dispatch.

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It is desirable that, for the information of members, the report should be tabled at the next Club Board meeting and the next Business Meeting of the Club.

The filing and retention of completed Club paper copies of the MMR is an essential part of the keeping of Club records.

### **6.12.2 ANNUAL LIONS CLUB ACTIVITIES REPORT**

At the end of each fiscal year Club Secretaries report their activities on the new Annual Lions Club Activities Report.

The report form also asks Club Secretaries to indicate the number of volunteer hours donated by Club members and the amount of funds that their Club has donated to charitable causes during the year.

International Headquarters will tabulate the results from more than 44,150 Club Reports, and then the Association will have an accurate annual accounting of:

- The types of Lion service activities completed
- The total number of service hours volunteered
- The amount of funds that are donated to charitable causes

This information will be valuable as a public relations and membership recruitment tool for Clubs around the world.

The report can only be completed on-line. There is no hard copy provided to Clubs

Club Secretaries should record the types of activities completed by their Club, the hours required for completion of each project, and the amount of money their Club donates to charity.

## **6.13 USE OF COMPUTERS FOR CLUB RECORDS**

With increasing computer literacy and availability of personal computers; most Club Secretaries and Treasurers now employ computers for the administration of their Club.

Much of the work involved in submitting WMMR's and maintaining other Club records can be simplified by the use of computer software now in use by many Clubs worldwide.

However it cannot be too strongly emphasised that adequate 'back-up' arrangements must be in place to safeguard against a computer fault or mains supply failure losing the Club records.

The provision of backup facilities can be a complex subject, dependent upon the user's computer equipment configuration: and is beyond the scope of this manual.

The Club Secretary does not have the sole right to decide whether the Club commits to either electronic or conventional paper storage of Club records. This should be a decision of the Club as a whole, bearing in mind several factors:-the escalating acceptance of electronic storage and communication of data, the space saving, ease of storage and retrieval, portability, ability to readily duplicate electronic data, unlimited storage life of

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electronic data, transmission speed and convenience.

Procedures must be in place for the efficient use of both systems!

Notwithstanding the benefits of electronic data storage and transmission, paper will be with us for some time to come. There must be some provision made for the storage of at least some paper records

It is strongly recommended that advice be taken from a professional source to ensure that you do not risk the disaster of losing important Club records. Most state-of-the-art computers provide adequate back up facilities. Despite the establishment of computer back up arrangements, some Clubs may consider it a good plan to keep a 'hard copy' of all important Club data. Such copies should carry a date indicating the status of the document.

It should always be remembered that your successor may not be computer literate, and may choose to maintain the Club's records by conventional means.

## **6.14 PLANNING AND PREPARATION FOR MEETINGS**

During your year as Club Secretary it is likely that you will be present at well over thirty meetings of your Club and its Board of Directors. Experience has shown that these are best handled with a mixture of planning and efficiency. Good planning is essential to minimise the workload, and it is suggested that you may like to prepare a checklist covering necessary actions so that nothing is forgotten.

Many Club Secretaries also find it helpful to discuss meetings with the Club President a few days before the actual event. Such a discussion permits a review of incoming correspondence and other matters for discussion, and facilitates preparation of an agenda.

## **6.15 BOARD OF DIRECTORS MEETINGS**

The Club Secretary has the following main duties in connection with the meetings of the Club Board of Directors:

Together with the Club President, co-ordinate the topics to be covered including the preparation of an agenda and the supporting correspondence.

Notifies Club Board Members and individual Committee Chairmen (and others who are to make special reports) of the time and location of the meeting, preferably at the Dinner Meeting prior to the Club Board Meeting.

Record the Minutes of the meeting in detail to provide the 'business history' of the Club. See below for items that should be recorded.

Ensures that the decisions of the Club Board are advised promptly to Members and others.

The Club Secretary's other responsibilities will vary from Club to Club; therefore it is recommended that 'ground rules' be established with the Club President at the start of the year, to avoid confusion at the Club Board Meetings.

In particular, the Club Board should be notified of Lions who have been absent from four consecutive meetings or who are two months overdue in payment of dues or other indebtedness to the Club.

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## 6.16 REGULAR CLUB MEETINGS

Although the style of the twice-monthly Club meetings will vary widely between Clubs, all should have a good program and plenty of good fellowship.

As Club Secretary, you should plan your contribution to the meeting. Prior to the meeting, you should prepare an agenda; together with a check list of 'things to do', including:

### BEFORE THE MEETING

- Prepare of a list of visitors and guests.
- Prepare of a list of apologies.
- Awards to be presented.
- Assemble correspondence copies to give to Committee Chairmen or members.
- Assemble and list information to be announced to members.
- List items of interest for the Club President, including any necessary protocol for the correct greeting of guests (See Chapter 5.18 of this Manual).
- Forward items of interest to your Club Public Relations Chairman / Bulletin Editor. Don't forget your contributions to the District Magazine and the Australian edition of 'The Lion'.
- Record of attendance and make-ups for all members; for some Clubs, the Membership Chairman may undertake this task.
- Prepare necessary 'new member kits' including Membership Certificates and badges for the induction of any new members. In some Clubs, the Membership Chairman may undertake this task.

### DURING THE MEETING

- Check attendance roll and make note of members with guests, note the contact details for potential new members.
- Record minutes of meeting on or for later transfer to the 'Official Minutes of Regular Club Meeting' form M-33-C, or similar format.
- Check, with any new members the details in the top portion of 'Record of Club Service' form M-33-SA for entry in your Club records. From time to time, ask your existing members to check a copy of their Club record for correctness.

### AFTER THE MEETING

- Record attendance and attendance 'make-ups' on 'Member Attendance Record' form (M-33-GT) or by using software applications.
- Record any awards presented on the Member's 'Record of Club Service and Award' form (M-33-SA).
- Attend to correspondence.
- Prepare Minutes and distribute copies to all members. Alternatively, publish Minutes in your Club Newsletter.

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- This way, you do NOT have to bore your members by 'reading the minutes' during the meeting. For example, you can move for 'Approval of Minutes published in July 2002 issue of the Club Newsletter'.
- Complete your WMMR or MMR and other necessary returns, including the recording of activity information.

The Club Secretary's detailed responsibilities will vary from Club to Club; therefore it is recommended that 'ground rules' be established with the Club President at the start of the year, to avoid confusion at meetings.

## 6.17 RECORDING THE MINUTES

The Minutes of both Board and Club Meetings are a record of the Club's affairs that must be kept for legal, insurance, future reference, and Club historical purposes.

Such minutes should be formally adopted at the next meeting, with corrections (if any) recorded.

A full record of minutes must be kept on file for future reference, and for legal and other reasons given above. Nothing is worse than to have arguments as to what was decided at a past meeting.

### THE FOLLOWING GUIDELINES MAY BE OF HELP AS TO WHAT SHOULD BE RECORDED IN THE MINUTES:

- Number of guests and members present at the meeting.
- Apologies for absence.
- Names of Members giving Invocations, Loyal Toasts, etc.
- Details of any payments authorised by the Meeting, including cheque numbers - remember that the Club auditor will need this information. Your Club Treasurer should seek authorisation for each payment made on behalf of the Club. You may refer to a schedule published in say, your Newsletter, or a separate Treasurers Report, provided you keep an 'official' copy as an appendix to the Minutes.
- Full wording of motions discussed regardless of the result of the discussion, with proposers and seconders and a record of whether the motion was approved or lost.
- Full wording of motions authorising the participation of the Club in projects or any activity. Always include authorised expenditure. Remember that the Club must formally agree to participate in any project and have the matter minuted for Insurance and other legal reasons.
- Matters of business needing the formal approval of the membership.
- Acceptance and induction of new Members, and the resignation or transfer of any Member, together with any action that affects the status of any Member. All changes of membership status should be the subject of a formal motion to ensure that the wishes of every Member are taken into account.

### COMMITTEE REPORTS.

The Club Secretary should use discretion as to what is important enough to be documented particularly where discussion is involved. Do not attempt to record every word spoken.

It is recommended that minutes of both Club and Business Meetings be published in the Club Newsletter so as to keep the total membership in touch with Club affairs, particularly when they are unable to attend a meeting or meetings.

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The Minutes of your meetings are a valuable tool for the administration of your Club, and they should be freely available to all members. Apart from anything else, members can use them as a 'memory jogger.'

For Insurance reasons, it is advisable to record the names of those participating in each Club Project, either by way of your Minutes or in some other manner. Many Clubs use a separate Project Attendance Book for this purpose.

## 6.18 MEMBERSHIP ATTENDANCE RECORDS

The International Constitution requires Chartered Clubs 'to encourage regular attendance' at the 'regularly scheduled meetings' which are to be held not less than twice per month. Contrary to a general opinion that is often expressed in Australia, there is no provision for Clubs to go into recess over the Christmas or any other period.

The Club Secretary is generally responsible for maintaining records of attendance, although in some Clubs it is a function of the Membership Committee. Such records may be maintained manually on the official Members Attendance Record form M33-G (obtainable from the MD201 office Club Supplies), or by way of a computer application as mentioned earlier.

Naturally, there will be occasions when with the best of intent, a member will be prevented from attending a meeting for good reason. In these circumstances the non-attendance can be 'made up' by attendance at a project of the Club, or by attendance as a visitor at another Club.

In an Active Club, it will be found that make-ups can readily be awarded, since the member will generally have attended at some Club function or project during the acceptable date limits.

In certain other circumstances the discretionary powers of your Club Board may be appropriate.

Refer to Chapter 4.23/24 of this Manual for further information, including a copy of the International Board policy on this matter.

Form M33-G allows the attendance record for up to 29 members to be maintained for a complete Lions Year, and the form can be duplicated if the Club has more members. The Club Secretary will find that this form can conveniently be updated at each Club Meeting.

Alternatively, attendance records can conveniently be kept using computer software applications.

The Club Secretary should ensure that all awards earned and positions held are accurately recorded and regularly updated.

## 6.19 NEW MEMBERS

Membership of a Lions Club is by invitation, and it is normal for a new membership prospect to attend two or three meetings before an invitation to join is extended. This allows the prospective member to 'look at Lions', and indeed for the Lions Club to 'look at the prospect'. However, there is no constitutional requirement for this procedure, and it is a matter for the discretion of the Membership Committee and the Club Board as to when an invitation is extended.

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The prospective member should complete the 'Membership Application' form (ME6B) which you should find in the Club Secretary's kit, and it should be made clear to the prospect at that stage that membership is by invitation.

#### **6.19.1 NEW MEMBERS – BRIEFING AND INVESTIGATION**

Prior to an invitation to membership being extended your Membership Committee or the Sponsoring Member must thoroughly brief the member on the costs and obligations of membership.

This procedure is often combined with a discrete investigation as to the candidate's suitability.

In the case of new members, the Club has an obligation under the International Constitution 'to thoroughly investigate the background of all persons proposed for membership in the Club. Such investigation shall include inquiries in the community where the proposed individual resides or has a place of business or is employed.'

It is in the interests of your Club and the Association to ensure that a prospect will make a good Lion Member, and that, for example, he/she has the support of their family. These interests are best served by ensuring a thorough investigation.

It is best that an experienced Lion with broad knowledge of the Association should take part in the briefing and investigation of new members.

#### **6.19.2 NEW MEMBERS – CLUB SECRETARY'S DUTIES**

Following briefing and investigation, the new prospect should be placed before the next Club Board Meeting for acceptance/rejection. In the case of acceptance, you should ensure that, as Club Secretary, you have full details of the new member for Club Records. A Membership Record Form should be completed, and the new member entered on the Monthly Membership Report.

The Club Treasurer should ensure that the appropriate joining and pro rata membership fees are paid. Some Clubs have a policy of waiving entry fees to encourage new membership, but it should be remembered that the Club would have to pay the International joining fee in any case.

Contrary to opinions expressed by many Lions, there is no need for the Club to wait until a new member is formally inducted before submitting a Membership Report entry. A Lion membership dates from your Club Board's acceptance of the new member.

Naturally, your Club President should arrange for a formal induction of the new member as soon as is practicable. Refer to Chapter 5.15.

#### **6.19.3 TRANSFER MEMBERS – INCOMING**

With regard to incoming Transfer Members, remember that your Club is not constitutionally bound to accept any member on transfer – membership is 'by invitation' on all occasions. However, the Club Board should carefully consider the reason for any rejection in case of a legal challenge.

You can receive a notification of an incoming transfer from your various sources, including the Cabinet Secretary, initiated by the Cabinet Secretary of the transferring District via the MD201 Transfer procedure. Note

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that transfer procedures differ outside MD201 and you may not receive a Transfer Form.

If your Transfer Member does not have a copy of his Lions Record, you should request that information and an indication of his membership status from his previous Club. If the incoming Member is financial in his original Club, it is normal to regard the member as financial in the new Club until the next dues period.

When your Club Board accepts the transferee, ensure that you complete the WMMR or MMR using the Transfer procedure.

#### **6.19.4 TRANSFER MEMBERS – OUTGOING**

Following the approval of an Outgoing Transfer by your Club Board, you should ensure that you have future contact details for the member concerned, and assist him/her to find a suitable Club near his/her new location. It is courteous to send a letter of introduction and a copy of your Member's Record to the new Club, as this will assist the new Club to welcome the transferee to their District.

The Club Secretary should then complete the MD201 Transfer Procedure that will be found in your District Club Secretary's Manual. The Transferee should be entered on the WMMR or MMR as a 'dropped' member in Category 5 (transferred in good standing).

#### **6.19.5 MEMBERSHIP RESIGNATIONS**

Membership resignations always need to be handled with tact, since they may indicate that a member is dissatisfied for some reason.

Your Membership Committee Chairman should immediately be advised and asked to discretely investigate the situation.

Note that it is NOT correct for the Club Secretary to 'drop' a member without reference to the Club.

Resignations are sometimes submitted in the heat of the moment after some disagreement, and should always be investigated by the Membership Committee as a retention exercise.

When a member leaves your Club, you should retain a copy of his/her Membership Record. Following acceptance of the resignation by the Club Board, follow the 'membership drop' procedure for your next monthly WMMR or MMR.

### **6.20 ELECTION AND NOTIFICATION OF CLUB OFFICERS – THE PU101**

The procedures for the election and notification of Office Bearers for each new Lions year should commence in January when the Club President appoints a Nominations Committee. These procedures are discussed in Chapter 4.10.1 of this Manual. The Club Secretary has an important role as follows:

Ensure that at least ten days written notice of the Nominations Meeting is given to all members as outlined in Chapter 4.12.8.

Ensure that at least two weeks written notice of the Election Meeting is given to all members as outlined in Chapter 4.12.8.

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Advise the names and contact details of the new elected Office Bearers to the Cabinet Secretary no later than 31st March.

The WMMR on-line is used to advise details of the new President, Secretary and Treasurer and the Membership Director by 31st March. If a Club does not have internet access, the Cabinet or District Secretary must be contacted by this date.

The Club Secretary should note any special instructions from the Cabinet Secretary regarding the WMMR on-line.

## **6.21 ATTENDANCE AT DISTRICT GOVERNORS ADVISORY MEETINGS**

The Club Secretary, together with the Club President, and Membership Chairman, are members of the District Governor's Advisory Committee for their Zone. The Committee meets three - four times per year to discuss and coordinate Lions affairs within the Zone. Often District Chairmen attend to make presentations on their portfolios. The Zone Chairman convenes these meetings.

In most Districts it is customary that a written report be prepared for the Club President to deliver at the District Governor's Advisory Meeting (DGAM). This report should cover your Club's activities since the last meeting.

Copies should be provided for the Zone Chairman and the other Clubs present at the meeting.

The Minutes or possibly notes concerning the matters discussed at the DGAM or Zone Meeting should be published in your Club Bulletin for the information of members.

## **6.22 CONVENTION DELEGATE REGISTRATION FORMS**

During the year you will need to return Convention Delegate Registration Forms for the International, Multiple District and District Conventions. These forms must be returned by the due date, failing which your Club Delegates may not be able to vote at the Convention. The Club should formally appoint Delegates. Alternate Delegates can also be appointed who may vote in the absence of the Delegate.

### **6.22.1 INTERNATIONAL CONVENTION**

Voting Delegate Registration Coupons for the International Convention are dispatched directly to the Club from Lions Clubs International Headquarters in the USA and incorporate full instructions.

You can return your completed coupon via your Cabinet Secretary if you wish. The Club should appoint the Club Delegates on the basis of one Delegate and one Alternate Delegate for each 25 members of the Club or a major fraction thereof – the major fraction being interpreted as 13 members. Note that to quantify the number of Delegates allowed reference should be made to the International Constitution.

### **6.22.2 DISTRICT AND MULTIPLE DISTRICT 201 CONVENTIONS**

For District and Multiple District Conventions, ensure that you complete and return the forms sent to you by your Cabinet Secretary. Your Club should appoint voting Delegates on the basis of one Delegate and one Alternate Delegate for each 10 members of the Club or a major fraction thereof – the major fraction being interpreted as 5 or more members. Note that to quantify the number of Delegates allowed reference should be made to the International Constitution.

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### **6.22.3 CONVENTION REGISTRATION FORMALITIES AND DELEGATES EXPENSES**

Ensure that your members clearly understand that voting Delegate Registration Forms are only a means of notifying your elected voting Delegates to the District Administration.

All Lions Conventions seek registration of attending Lion members to facilitate accommodation, catering and arrangements for functions etc.

The procedures for obtaining Convention Registration and accommodation are quite separate, and have no connection with voting Delegate Registration procedures. This reality is often misunderstood by new Conventioneers and can cause many problems for Convention Committees.

Convention Registration for hospitality and accommodation is the financial responsibility of the individual Lion. Some Clubs operate Convention Funds derived from Administration Account monies that assist or reimburse Club Delegate expenses. Under no circumstances should Club Delegate's expenses be met from Activities Account monies.

Where partners are both Lion members, separate registration forms may be required.

## **6.23 CONVENTION REMEMBRANCE CEREMONY FORMS & PROCEDURES**

For District and Multiple District Conventions, you will receive forms from your Cabinet Secretary requesting notification of the names of those Lion members of your Club who have died since the last return form was completed for that Convention.

These details are requested to assist with the arrangements for the Memorial Service usually conducted at Conventions. You should take special care that the details submitted such as dates and spelling of names, are correct.

Where a member of your Club has died, it is important to make sure that members of your Club are present at the District Convention to recognise your late Member during the ceremony. If for any reason this is not possible, then ask your Zone Chairman to deputise. You may also wish to invite the relatives of your deceased member to attend.

## **6.24 MULTIPLE DISTRICT 201 CONVENTION FARES EQUALISATION**

In view of the high costs of distance travelling within Australia, Multiple District 201 has set up a Fares Equalisation Scheme to assist Club Delegates with travelling costs. The scheme assists two accredited Delegates of a Lions Club located outside the centre of a circle with a radius of 1200km centred at the Convention location.

Fares equalisation is paid up to a maximum annual amount as approved by the Council of Governors. The Cabinet Secretary or Cabinet Treasurer certifies claims.

Funds refunded under the Scheme are paid in full to the Delegates' Club. MD201 policy does not permit the funds to be disbursed or utilised in any other way.

Club Delegates must attend the Convention and a Forum of the Convention for any claim to be admissible. Club Delegates who are otherwise funded to attend the Convention are excluded from the Fares Equalisation Scheme.

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## **6.25 LIONS CLUB MEMBER AWARDS**

Lions Clubs International has always regarded Awards to members as being of primary importance in the motivation of members.

Refer to Chapter 10 of this Manual for details of available awards and recognition.

## **6.26 RECOGNITION OF PREVIOUS COMMUNITY SERVICE**

Lions can now recognise previous community service in Lions, Jaycees, and Apex service organisations. The following paragraphs give brief details.

For additional information on these programs, contact your Cabinet Secretary or Lions Clubs International Extension and Membership Division at Oak Brook.

### **6.26.1 LIONS CLUB MEMBERS**

Lions Club members who have previous Lions service not previously recognised due to a break of more than six months in membership can now have their previous service recognised by addition to the current service. The member should submit a Reinstated Lions Service Credit Form, signed by the Club President and Club Secretary. The Lions Club Secretary should submit this form to the Cabinet Secretary.

### **6.26.2 FORMER LIONESSE CLUB MEMBERS**

Former or current Lioness Club members joining or chartering a Lions Club can have previous Lioness service recognised. They should complete a Lioness Historical Record Conversion Form giving details of their previous Lioness Club service. The Lions Club Secretary should submit to the Cabinet Secretary.

### **6.26.3 FORMER JAYCEES MEMBERS**

Jaycees members retiring from Junior Chamber International at the age of 40 are able to claim credit for their Jaycees service providing they join Lions within two years of their retirement. To request this prior JCI credit, the Lion must complete the Junior Chamber International Service Credit Form indicating their service and chapter history from their JCI Record. The Lions Club Secretary should submit this form to the Cabinet Secretary.

### **6.26.4 FORMER APEX MEMBERS**

Retiring Apex members retiring at the age of 45 years are able to claim credit for their Apex service providing they join Lions within two years of their retirement. This prior Apex service credit is requested in a similar manner to that for prior Jaycees service (see previous paragraph).

## **6.27 CLUB SUPPLIES**

Each year, the Club Supplies Department at Oak Brook revises the Club Supplies catalogue, and a copy is sent to each Lions Club Secretary; together with a separate MD201 Club Supplies Australian price list.

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### **6.27.1 AUSTRALIAN STOCKED ITEMS**

For MD201, the Newcastle Office maintains Australian stocks of the more popular and appropriate items. They also have stocks of Australian sourced items.

Items supplied from this stock are invoiced to the Club from the Newcastle Office.

A 5% discount applies where a cheque or cash remittance is received with the order. Bankcard, MasterCard, and Visa credit card facilities are also available for orders. Official order forms for MD201 Club Supplies are forwarded to Club Secretaries.

### **6.27.2 SUPPLIES FROM OAK BROOK**

The Newcastle Office can also arrange for the supply of other items direct from the Oak Brook Headquarters; however it is cautioned that such items attract postage, import and excise duties, especially when ordered in quantity, and take a minimum of eight weeks to arrive.

Where items are to be ordered directly from Oak Brook, the specific authority of the Club President or Club Secretary must be obtained.

In this case items are dispatched directly to the Club from Oak Brook and are charged to the Lions International account for the Club. Charges will appear on the monthly Club Statement from Oak Brook. No discounts are applicable.

## **6.28 CLUB BANNERS AND BANNERETTES**

For the protection of copyright on the Lions Logo, Club banners, bannerettes and other Club supplies must be ordered from a supplier licensed by Lions Club International to use the Lions Club Logo.

Licences suppliers change from time to time. A list of currently licensed suppliers is available from the Lions National office.

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## CHAPTER 7 - THE CLUB TREASURER

The Club Treasurer shall:

- Receive all monies, from the Secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the Board of Directors;
- Pay out monies in payment of Club obligations only on authority given by the Board of Directors. All cheques and vouchers shall be signed by the Treasurer and countersigned by one other officer, determined by the Board of Directors;
- Have custody and keep and maintain general records of Club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the Board of Directors of this Club;
- Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors.

### 7.1 INTRODUCTION

A Lions Club should be run as a business with its financial affairs properly planned, documented and reported. The Club Treasurer is the accounting officer of the Club and should ensure that its financial affairs are organised, recorded, and reported in a businesslike manner.

Remember at all times that we are handling public money given to us on trust to use for the purposes for which it was collected.

### 7.2 DUTIES OF CLUB TREASURER

The Treasurer is the financial and accounting officer of the Lions Club and his/her official duties are under the supervision of the Club President and the Board of Directors.

A more detailed statement of those duties is:

- Receiving all monies which are to be promptly banked into the bank accounts approved by the board of directors; as a minimum a bank account for the administration of the club and a second for the activities/service functions of the club. The club may operate other accounts for specific purposes as they see fit;
- Issue payment of Club obligations on the authority of the Board of Directors;
- Ensure that the Club's financial transactions are correctly recorded into separate accounts maintained for administration and activities;
- Prepare and submit financial reports for board and Club meetings on a monthly basis;
- Serve on the Club finance committee, usually as Chairman;
- Prepare the financial budget for the year;
- Maintain a ledger of money owing and received for each Club member;
- Ensure that the books are audited and that all necessary reports have been lodged with District Cabinet and

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others as required;

- Hand over to his/her successor all books, documents, Club property and ensure bank account signatories have been changed at the bank;
- Work closely with his/her successor to ensure a smooth changeover.

The above is a brief outline of duties. However it is by no means all the duties that should be performed by the Club Treasurer. A more detailed description of the administration of Club finances and the role of the Club Treasurer is contained in this chapter.

### 7.3 ADMINISTRATION MANUAL & CONSTITUTIONS

It is recommended that Club Treasurers should have access to the following publications:

Multiple District 201 Club Administration Manual (this manual)

The International Association of Lions Clubs Constitution and By-Laws Publication LA1, an amended version of which is published in July of each year following the International Convention

The text of this publication can also be found on the Lions Clubs International Internet site  
<http://www.lionsclubs.org>

Standard Form Lions Club Constitution and By-Laws publication LA - 2, as amended from time to time by Lions Clubs International, distributed to all Clubs and also available on the. Lions Clubs International Internet site (above)

Most Australian Districts have versions that also comply with local legislation for their State or Territory - refer to Chapter 4.3 of this manual. This will normally be the State version of Publication LA -2 referred to above which will incorporate the requirements of State legislation. Contact your Cabinet Secretary for details of availability.

Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws. Reissued each year by the Multiple District office following the Multiple District 201 Convention

These are the rules under which our organisation is governed. Whilst not expected to know all the rules and details covered in these, the Treasurer should have a good understanding of the financial rules, particularly as they apply at the Club level.

The Treasurer should act as a watchdog to ensure that the Club does not either knowingly or inadvertently step outside the bounds of the various constitutions, or incur any liability outside the resources of the Club.

The majority of Lions Clubs in Australia are incorporated under State legislation and the Treasurer should also have an understanding of the requirements regarding charitable collections and fund raising organisations as they apply in that state.

If the Club is not incorporated, consideration should be given to correcting this situation, since the lack of incorporation may mean that personal liability for the Club affairs may apply to individuals in certain cases.

Whilst incorporation is not necessarily a total protection to individual members, it is a very valuable first line of

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protection. The majority of Lions Districts in MD201 require that Clubs be incorporated under the relevant state or territory legislation.

Further information regarding these requirements can be obtained from the cabinet Treasurer of each district. It should always be remembered that our Clubs are bound not only by Lions constitutions, but also by state/territory and commonwealth legislation.

## **7.4 APPROVAL OF EXPENDITURE**

All expenditure must have prior approval of the Board of Directors or the Club, which should be recorded in the minutes of the meeting as a motion. The only exceptions are the payment of International, Multiple District and District Dues and Insurances, which may be paid and ratified at the next meeting (authority for these payments is provided by the appropriate constitution).

Motions that commit the Club to expenditure must include the commitment value in the motion. The Treasurer should not allow the Club to pass any motion that is not specific as to the financial commitment of the Club, nor should the Club make commitments that are beyond the Club's financial resources.

## **7.5 ACCOUNTING SYSTEMS**

The books of account for a Club should consist of:

- Cheque books for each bank account
- Deposit books for each bank account
- Receipt books for Administration and Activities accounts (and any sub-accounts)
- Cashbooks separated into income and expenditure for both administration and activities accounts
- Bank statements (monthly) for every account operated by the Club
- A member's ledger to record membership dues, cakes, mints and other individual liabilities etc.
- Other records, depending on the individual requirements, programs and activities of the Club.

## **7.6 USE OF COMPUTER ACCOUNTING**

The use of personal computers is becoming more prevalent amongst the more computer literate Club Treasurers, but unless the Club purchases its own computer and accounting software it can also create problems.

The Club financial records need to be passed on from year to year, and it should be remembered that next year's Treasurer may not have access to a computer or be computer literate.

Many 'home-made' accounting systems using spreadsheets etc do not provide an adequate 'audit trail' for the auditor to follow. Purpose designed accounting software is readily available and use of such software is strongly recommended if computerised accounting is to be used.

If the Treasurer intends to use computer options, the monthly reports produced must be printed as a hard copy, and that copy should become the Club's permanent record.

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Of course, it is also important that regular back up copies of computerised accounting records are maintained during the year, as is good practice with any computer work. The Treasurer should seek guidance from a knowledgeable person as to how this is best done.

## 7.7 MANUAL ACCOUNTING

The examples given at the end of this Chapter show a simple but effective way to organise the Club's cash books. These examples can be applied to the MD201 Standard Accounting System, a manual system using a multi-column analysis book purchased from a stationer, or set up as a spreadsheet on a computer system.

The main features of such a system which should apply to any cash book system used for Lions accounting are:

Separate bank accounts **MUST** be maintained for Administration and Activities transactions. For each bank account operated, there must be separate sections for payments and receipts. For example, a typical Club would have payment and receipt sections in the cash book for both Administration and Activities accounts.

Each cash book entry must be referenced back to a cheque number or series of cash receipts that should be reconcilable or agree with the entries on the bank statements.

The amount 'Total Cheques' or 'Total Banked' at the end of each month should agree with the total of the amounts under each category thus providing self-balancing.

As a 'YTD' (year to date) total is maintained, it is a simple matter to determine at any time what the Club's financial position is; either in total or under particular categories of income and expenditure.

The monthly and year to date totals also make it very simple to prepare a financial statement for the Board of Directors or the Club showing the current month in question and the year to date performance. A monthly bank reconciliation should be carried out between the cash books and the bank statements (see Section 7.30).

## 7.8 RECEIPTS AND BANKING

Pre-printed consecutively numbered receipts (a separate set for each account) should be issued for all money received, which should be banked intact without any deductions. The amount banked should agree to the total of receipts issued, and agree in total to the amount shown in the relevant cash book.

It may not be practicable to follow the above procedure at a busy Club meeting when cash is accepted from a large number of members for meals and other purposes. In this event a cash record sheet should be maintained for each meeting with separate columns for Administration and Activities monies. Such monies should then be separately banked, and the record sheets maintained as a part of the cash book records of the Club.

You should not make cash payments to members or others at any time, to do so means that you completely remove the audit trail through bank statements etc. All payments should be made using cheques or electronic means.

Banking should be carried out without delay as failure in this regard may negate any 'Loss of Cash' Insurance - note the requirements stated in the insurance section of the Multiple District 201 Directory.

Some Clubs have separate bank accounts for some large activity projects, but remember that this is not

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necessary from an accounting standpoint. However, it is sometimes justified for large projects, particularly where different signatories are required for some practical reason.

It is strongly recommended that the Treasurer is a controlling signatory for all accounts operated by the Club.

## 7.9 PAYMENT OF ACCOUNTS

All payments should be made by cheque wherever possible. Never use pre-signed cheques, since this represents a security risk.

Every bank account should require two signatories to operate, and it is prudent to arrange for at least three signatories such as the President, Treasurer, and Secretary.

In circumstances where it is necessary to pay amounts by cash, do not under any circumstances deduct the cash from amounts received for banking. The best way to handle these circumstances is for the Treasurer to maintain a small petty cash float from which minor amounts may be paid, together with a petty cash docket system or book which records disbursements.

When the petty cash float becomes low it can be reimbursed by a cheque transfer from the relevant account. The cheque should then be listed (or coded) to the relevant expense categories in the Cash Payments book.

An invoice (or in the case of reimbursement, a receipt) should support all payments. Such a support document, if available, should be attached to a simple 'Request for Cheque' as per the example below. The cheque request should preferably be authorised by a third party at the time of payment to avoid duplication.

<b>REQUEST FOR CHEQUE    DATE:</b>	
Person requesting:	
Reason:	
Authority:	Cheque No:

Example

## 7.10 FINANCIAL STATEMENTS

Monthly financial statements should be submitted to each Board of Directors meeting and to one Club meeting per month.

The Financial Statement should show all income and expenditure of the Club (in summary) for the preceding month and preferably also for the year to date, and should contain a bank reconciliation.

An example of a suitable statement and reconciliation format for the Lions Club of Everytown is given at the end of this Chapter.

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Such statements and reconciliations must clearly sets out, for both Administration and Activities accounts, all income for the month and the year to date; and also show the current bank account position.

This regular (preferably monthly) statement is then made available to all Club members so that they know the current financial position of the Club. Many Clubs adopt the practise of including the financial statement in the Club's monthly bulletin.

In addition to the overall Club financial statement, Clubs which have major projects may also prepare a statement regularly for that project, especially where that project has a separate bank account. For the protection of both the Club and the Treasurer, it is strongly recommended that the Club President sight and sign the bank statements and bank reconciliation on a regular monthly basis.

At the end of the Lions year a set of audited accounts is to be forwarded to the cabinet Treasurer and also to the relevant government regulatory bodies as applicable to each state or territory.

## 7.11 BUDGET

At the commencement of the financial year a budget for the administration account income and expenditure should be prepared and submitted to the first Board of Directors meeting. The Finance committee and not solely the Treasurer should prepare the budget. Included in the budget would be the determination of Club fees for the following year.

It is advisable that a separate budget be prepared for all known activities of the Club. The Treasurer, President and vice-Presidents with knowledge of existing and proposed programs would normally prepare this budget for the year.

The activities budget is usually far less detailed than the administration budget but can assist greatly in deciding which projects that the Club may take on in the forthcoming year.

Once in place it can help project chairmen know what income and expenditure the board and Club consider to be reasonable for an individual project.

Obviously such a budget is only a guide and circumstances will always arise that have not been foreseen in setting the budget.

Such additional projects should not be rejected purely because they do not appear in the budget. Always remember that budgets do not automatically give approval for expenditure.

Even if an item of expenditure has been budgeted, it still must be approved via a motion in the minutes before such expenditure can be made.

At the conclusion of any project (or progressively for longer term projects) a report should be prepared detailing the cost and income of the project.

## 7.12 INSURANCE

Full details of the Lions insurance program together with the contact details for the Multiple District 201 insurance broker are published in the current edition of the Multiple District 201 Directory. Any enquiries on

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insurance matters should be referred to the broker's representative or a member of the Insurance committee. Further details can be found in Chapter 9 of this manual.

It is important, however that members have an understanding of the requirements of our insurance policies and the need to protect our policies.

To protect our insurance cover we need to keep in mind the following:

- Each project must be authorised by a specific motion at a Club meeting and recorded in the minutes;
- A project attendance record must be maintained showing all Lions (and non-Lions) who participated;
- The participation of 'voluntary workers' in a project must be specifically authorised by a Club Officer before Insurance cover takes effect;
- Persons below the age of 15 years are not used as voluntary workers;
- Motor vehicles or trailers are not covered for on road operation - they must be separately insured;
- Any activity which is 'not legal' is almost certainly not insured.

It is expected that anyone carrying out a task is qualified or skilled in that task. For instance, if a Club is to carry out a demolition project, then you must have a person with appropriate skills directing operations. If this is not done, difficulty may be experienced with any insurance claim.

Adequate safety precautions must be used at all times, including the wearing or use of safety equipment where necessary. The Club should appoint a safety officer. Refer to Chapter 9 of this manual for advice regarding such an officer.

## 7.13 DUES

Three levels of dues are charged to each Club on a semi-annual basis. Clubs then charge dues to their members which include International, Multiple District, and District elements. All dues payments except Club dues are subject to alteration or amendment by a convention resolution.

Club dues are set from a budget prepared before the start of the fiscal year. The three levels of dues are outlined below.

### 7.13.1 LIONS CLUBS INTERNATIONAL DUES

International dues and other items are invoiced directly to the Club by Lions Clubs International in \$US (United States currency). For MD201 Clubs, a statement is received each month which details the subject of the charge, the amount in \$US, a conversion factor and the amount in \$A (Australian currency). International dues are fixed by the International Convention, charged per head of membership and invoiced in January and July of each year, excluding Life and Associate members for whom no International dues are payable.

This statement should be reconciled and paid immediately by an administration account cheque made out to Lions Clubs International in \$A and forwarded to your District or Cabinet Treasurer. The Club Treasurer does not require board or Club approval for this action which has constitutional authority.

Do not post any dues remittance directly to the International Office or to the MD201 office in Newcastle. All

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dues payments are to be made via your District Cabinet Treasurer

It should be noted that Lions Clubs International fixes a median exchange rate in \$US - \$A for all transactions on a monthly basis. This exchange rate is quoted at the top of your monthly statement and may well differ from published exchange rates.

You should not amend the amounts to be paid at any time – if there is a discrepancy that you cannot resolve, contact your Cabinet Treasurer who will be able to advise you.

It will often be found that differences in the exchange rate between the date of a Club payment and the date of receipt will cause minor outstanding credit or debit balances on your next monthly statement.

These credits or debits may not be amended – the account must be paid as invoiced. Experience has shown that such balances generally tend to cancel out as a result of exchange rate variations in the medium term.

### **7.13.2 MULTIPLE DISTRICT 201 DUES AND INSURANCE**

Multiple District dues are charged to Clubs through their cabinet Treasurer on a half yearly 'per head of membership' basis.

The district or cabinet Treasurer then invoices Clubs, generally also including the district dues, in January and July of each year.

Once again these accounts should be reconciled and paid immediately by an administration account cheque made out to your District and forwarded to your cabinet Treasurer. It should be noted that Multiple District dues are levied for Life members of the Club.

Insurance fees are invoiced to the Club annually on July 1st, generally on the same invoice as the Multiple District and district dues. A large part of the insurance fees are payable from the activities account, and a separate activities account cheque should be issued for these sums. The amount payable from each account will normally be specified by your district Treasurer to whom any queries should be referred.

Some additional insurance covers are arranged via the MD201 Insurance broker and will be invoiced directly to your Club – these amounts ONLY should be paid direct to the broker.

### **7.13.3 DISTRICT DUES**

Each district charges district dues to cover the cost of running the district administration on a half yearly 'per head of Club membership' basis. These dues vary from District to District. Some districts also include a fee for district projects to be used at the discretion of the district cabinet.

Such dues are charged on July 1st and January 1st in each Lions fiscal year, generally in association with Multiple District dues. It should be noted that district dues are levied for Life members of the Club.

### **7.13.4 CLUB DUES**

Club dues are charged to each member to cover a share of the administrative costs for the Club during the year according to the prepared budget; and also to recover, from individual members, International, Multiple District,

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and District dues paid by the Club on behalf of each member. Within MD201, Club dues are generally levied twice yearly, and vary from Club to Club.

Many Clubs relieve the amount of Club dues payable by fundraising amongst Club members. Club Treasurers should carefully read Para 7.14 and 7.15 in this Chapter and ensure that their Club complies with the International Association policy in this connection.

It will be appreciated that, for most Clubs, the required prompt payment of International and Multiple District/District dues will need prompt collection of Club dues from members. For this reason it is very important that Club dues are fixed in good time prior to the beginning of the Lions fiscal year, enabling the Club Treasurer to promptly issue dues invoices to members.

When budgeting for Club dues, it must be remembered that life members are not liable for International dues, but Multiple District and District Dues will still be charged to the Club for such members. Inevitably, these dues for life members have to be recovered from other members unless the Club chooses to charge reduced dues to Life members.

Many Life Members prefer to continue paying dues as a donation to the Club, but this is of course a personal choice by the member concerned.

## **7.14 EFFECT OF LATE PAYMENT OF ACCOUNTS**

Clubs are required by the Lions Clubs International Constitution to pay all dues promptly on receipt. Delay in payment can place the Club and district in bad standing with Lions Clubs International. Penalties can apply to Clubs who fail to meet their financial obligations by the due dates. These include:

Any Club with an International account of more than US\$50.00 which is 90 days or more overdue at the opening of the District or Multiple District conventions is ineligible to vote at that convention.

Any Club that has not paid its District or Multiple District Dues prior to District Convention will be ineligible to vote at that convention.

It is currently a requirement of the Club President's award and District Governor's award that Clubs shall have no unpaid overdue balances over US\$50.00 owing to Lions Clubs International as at 31st March within their year of office.

Lions Clubs International may charge a late payment fee of 1% per month for accounts more than 90 days overdue.

Some districts also have financial penalties for late payment of dues.

These penalties may appear harsh, however it must be remembered that neither Lions districts nor Lions Clubs International are in a position to fund the obligations of individual Clubs. Because of the past problems it has been necessary to bring in these penalties.

## **7.15 ACCOUNTING POLICY (APRIL 2002)**

However, as at April 2002 the following accounting policy is used by Lions Clubs International:

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'Any Club with a balance outstanding of US\$50 or less does not have to pay until their balance reaches that amount. If your balance is below US\$50 you are still in good standing. The computer program that generates monthly invoices suppresses the invoice if the balance is less than US \$10.00. However, if there is an enclosure or some information to be sent with the Invoice, it will be sent.'

Clubs are recommended to clear invoice balances promptly, bearing in mind exchange rate variations.

#### **7.15.1 ADMINISTRATION VS ACTIVITIES**

All monies associated with Club activities must always be kept separately from Club administration funds.

It is a policy of Lions Clubs International and MD201 that separate bank accounts must be used for Activities and Administration monies.

##### **ADMINISTRATION FUNDS**

Relate solely to the running of the Club for its members.

Transactions that fall into this category include:

- Membership dues.
- Club meeting income and expenditure.
- Any expenditure relating to direct administration of the Club.
- Any transactions or activities conferring any benefit to the members of a Lions Club.

##### **ACTIVITIES FUNDS**

Relate to projects that provide services or benefits to the community or the fundraising to be used in such projects.

Transactions that fall into this category include:

- any money raised from the general public
- all costs associated with raising those funds
- all donations and services provided to the community
- all expenditure associated with providing those services
- all expenditure associated with the investigation of potential projects even if the project does not eventuate
- interest received on funds collected from the public

There has also been a move towards Clubs generating their own income to help to reduce the cost of membership. This practice is acceptable provided the money is not raised from the public at large. Any funds raised from the public under the banner of Lions must go into the activities account and be treated as public money held in trust for charitable purposes.

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It has also been suggested that if Lions raise money through their labours then this can be put towards Administration. If this money was raised from the public then again it must go into the Activities Account.

Any funds that Clubs are able to raise internally or through friends, relatives etc and not involving the public at large can support the Club administration account.

Such support must be conditional upon those persons from whom the funds were raised being aware at the time that this was the intention of the particular fund-raising exercise.

Our ethics include the phrase

‘To give them freely of my time, labour and means’.

These few words in our ethics are quite clear, and together with the policy of the International Association indicate that we cannot use public money to ‘subsidise’ our Administration.

We should consider the ‘perception’ of the public as well as the legalities of the issue – if the public ‘perceives’ that we are supporting fund-raising activities by our work – then the result must go to Activities.

Legitimate expenses can be charged to the Activities account from the Administration account, or directly.

These include, but are not limited to:

- Cost of meals for a guest speaker who has been invited to the Club to talk about a project or potential project of the Club (even if the Club decides not to proceed with the project);
- The direct costs of auditing the activities accounts. The audit procedure is to account for public money;
- Insurances relating to activities and projects are payable from the Activities account. If in doubt, refer to your cabinet Treasurer;
- Postage, telephone and any other expenses which can be clearly identified to projects. Such expenses must be clearly quantified and supported by documentation. Percentage deductions without supporting documentation are not regarded as appropriate.
- The following are examples of expenses which are definitely NOT chargeable to the Activities account:
- The cost of drinks or refreshments etc after a project;
- The costs of a membership drive or the costs of training or anything which provides a benefit to Club members;
- Providing any meal, drinks, or other benefit to members at any Lions functions.

It is important to remember that any charges from administration to activities must be documented as genuine expenses that relate to specified activities and must be reasonable. Any charges that are questionable or considered ‘over the top’ are totally outside the bounds of Lions Clubs International policy.

Remember - we must not benefit Lions members or Clubs by way of funds raised from the public.

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## 7.16 LIONS CLUBS INTERNATIONAL POLICY – PUBLIC FUNDS

The policy of the International Association indicates that we cannot use public money to ‘subsidise’ our Club administration costs, or extend any benefit or dues reduction to our members.

Over the years that Lions Clubs have operated in Australia, there have frequently been discussions as to whether we can properly utilise part of activities funds, raised from the public, to assist with the administrative costs of our Clubs. Many suggestions have been made that seem at first sight to be reasonable, but the facts are quite clear in that we must take notice not only of our constitution, but also the legal requirements of the Australian taxation and charities authorities.

The policy of the International Association is as follows:

‘The Articles of Incorporation of the International Association of Lions Clubs state that the association is organised, among other things, ‘to govern all such chartered Clubs so that they shall be non-political, non-sectarian, not for profit of the individual Club or its individual members.’

Therefore, the Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall benefit an individual Lion or Lions Clubs.

Since the association, to facilitate administration of individual Lion and Lions Clubs creates districts, this prohibition, by implication, runs to district administrative expenses as well.

The wisdom of this prohibition is clear. To finance and fulfil their basic function of service, Lions Clubs ask the public to patronise fairs, raffles, shows and the like, and to purchase products infinite in variety.

This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need. Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public.

The prohibition in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administrative dues, deficits or expenses at the Club, District or International level is a breach of faith and an express violation of the basic document of the association. This means that there shall be no public solicitation of funds to defray administrative expenses of a Lions Club.’

A Club that offends against this policy could be held in violation of the Charter from Lions Clubs International.

Remember that at all times that we are handling public money given to us on trust to use for the purposes for which it was collected.

At all times, Clubs should remember that whilst legitimate expenses may be charged against projects, these must be supported by the relevant accounts or supporting documentation.

To the above requirements of International policy must be added those of the relevant Charities legislation in your state; and the conditions upon which all Australian community service Clubs are granted exemption from taxation on income by the Australian Taxation Office.

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Basically our tax-exempt status under Section 50-10 of the Income Tax assessment legislation relies on the fact that we must not extend any financial benefit to our members as a result of their membership.

Under Australian legislation, income derived from 'personal exertion' such as delivering phone books is presently tax exempt since we are a Club established for community service purposes.

When an organisation such as a Lions Club carries out such a task for the public and in public view, then the public (and the tax man!) has every right to assume that the proceeds are being devoted to charitable purposes.

If a Club diverts that income to provide a benefit to members such as reduced dues, then they could potentially open the tax-exempt status of the whole organisation to challenge.

However, if a Club raises money from its own members in a manner which does not give rise to any public perception that funds are being raised for charitable purposes, then in these circumstances only such funds could be used to reduce dues.

Information on the current (April 2002) taxation status of Lions Clubs is available from 'The Club Pack' published by the Australian Taxation Office and available for download from <http://assist.ato.gov.au/>

It should be remembered that the whole taxation situation was fundamentally affected by the introduction of the Goods and Services Tax in July 2000.

## 7.17 GOODS & SERVICES TAX

### INTRODUCTION OF THE GST

The Goods and Services Tax (GST) was introduced in Australia on 1st July 2000.

It is important to recognise that the status of Lions and similar community service organisations such as Rotary, etc has not changed with the introduction of the GST. Lions, as a traditional service organisation was not previously, and is still not recognised as a 'Charitable Entity' under the Income Tax Assessment legislation, and this fact controls much of the Australian Tax Office policy towards our organisation.

To quote a recent ATO statement: 'A charity is an organisation whose dominant purpose is the carrying on of charitable purposes. Charity has a legal meaning for taxation purposes, which differs from how it is used in ordinary language.'

This ruling gives rise to a situation in which Lions is regarded as a 'charity' under State legislation for the control of charitable collections etc, and yet do not have charitable status under ATO policy.

The broader based Goods and Services Tax now has more impact on our activities, and detailed discussion of the new legislation is beyond the scope of this manual.

ATO policy in regard to Clubs and similar organisations is found in the ATO publication 'Club Pack', copies of which is available from ATO sources and may be downloaded from the ATO website.

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### 7.17.1 TAXATION ON CLUB INCOME

Lions Clubs remain exempt, under Section 50 -10 of the Income tax assessment legislation, from taxation on their income.

### 7.17.2 DO CLUBS NEED TO REGISTER FOR ABN/GST?

#### ABN Registration

The Australian Business Number (ABN) is a new single identifier that businesses and non-profit organisations use in their dealings with the ATO. You need an ABN to register for GST and other elements of the New Tax System.

Whilst there is no direct requirement for Lions Clubs to register for an ABN if they do not propose to register for GST, many Clubs have found it convenient to register, since it makes dealing with commercial organisations easier.

A simple example of this is a Club selling Lions Christmas Cakes to a company for that company to present to employees at Christmas. Without an ABN, the Lions Club is perceived by the company as liable for deduction of the 'No ABN withholding tax' from the payment made for the cakes.

The Club is able to complete a special form declaring its income tax-exempt status and to provide this to customers in lieu of an ABN; but this can be a tedious individual procedure for each customer. The possession of an ABN makes this procedure unnecessary and considerably simplifies this type of transaction.

The possession of an ABN does not entail any additional work for Club officers, other than the maintenance of correct contact details with the ABN register.

#### GST REGISTRATION

Lions Australia sought professional advice in February 2000, and a report was prepared which clarified our position at that time and up to the present (September 2002).

A Club is required to register for GST only if it's annual or projected turnover is in excess of \$100,000 per annum.

It should be noted that most Lions Clubs do not have this level of turnover. Only a few of our larger Clubs which operate extensive projects may fall within the compulsory registration criteria, and consequently will have to register for GST.

Where there are special circumstances, such as a major project causing the \$100,000 reporting threshold to be exceeded, it is recommended that Clubs seek expert advice prior to taking any action. A good first move is to contact your Cabinet Treasurer.

At all times, it should be remembered that taxation law is subject to frequent change, and you should ensure that you are operating within the latest rulings. Should you have any doubts, do not fail to contact your Cabinet Treasurer, or a professional accountant.

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### 7.17.3 HOW DOES GST AFFECT LIONS CLUBS?

The following is a summary of the significant facts concerning ABN and GST registration as they apply to Lions Clubs who have NOT registered for GST, in accord with the advice above.

Lions Clubs cannot avoid the payment of GST.

Lions Clubs remain exempt from Income tax on all their income under Section 50 – 10 of the Income Tax Assessment legislation.

Lions Clubs will mostly be 'non-registered suppliers' and cannot charge GST on their supplies, since they have no requirement to remit GST to ATO. The Club cannot issue a Tax Invoice to a supplier and for this reason it may be convenient to register for an ABN to avoid difficulties – see 7.17.3.2.

Whether or not registered for GST, Clubs have the responsibility of withholding the 'No ABN withholding tax' from a supplier that does not provide them, as customers, with an ABN when invoicing you for goods or services.

The Club is then obliged to register to submit such taxation payments. It is recommended that, to avoid this complication, Clubs make a policy of dealing only with entities having an ABN.

As previously, a Club may not issue a donation receipt for purposes of tax deductibility. Such a receipt may only be issued by an entity having status as a 'deductible gift recipient (DGR)' which requires GST registration and DGR qualification by the ATO. DGR qualification, in turn, requires that the entity has 'charitable' status under taxation law, and unfortunately Lions Clubs do not have that status.

In connection with the above, it should be noted that the position of Lions Foundations, Institutes, etc supported by many Districts is quite different - many are registered for GST, will have 'ATO charitable' status and have DGR qualification from the ATO. It is suggested that gifts from the public with expectations of tax-deductibility should be directly routed to an appropriate Foundation or Institute for receipting by that entity.

Membership dues/fees are 'payments in return for services' and are subject to GST. As the Multiple District is obliged to register for GST in view of turnover qualification; it is also obliged to charge GST on the Multiple District element of dues as invoiced to members via Lions Clubs.

Sponsorships are usually payments in return for the service of advertising or other benefits, and will be subject to GST paid by the sponsor. Sponsors will be able to claim an input tax credit in respect of their donation, and their net position will be unchanged. Generally, most sponsors will uplift their sponsorship to allow for the effect of GST on the sponsored body. Note however that GST is not payable where donations are given 'free of commitment for the return of services'.

## 7.18 INCOME TAX – LIONS MEMBERS

To protect individual members from liability for income tax on money earned by physical exertion, any Lions project should always be clearly identified as a Club project and minuted as such: and payment should be made directly to the Club, not via any member. Minuted authorisation for projects is also an insurance requirement.

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## 7.19 BANK STATUTORY CHARGES

Lions Clubs are not generally entitled to any exemption from Stamp Duty charges on cheques; however legislation varies between States.

## 7.20 AUDIT

The Treasurer is responsible for having the Club's books audited at the end of the fiscal year (June 30th for Lions Clubs). Most States have applicable legislation. Prior preparation and organisation not only makes the preparation of financial statements easier but also assists the auditor; and it should also help to keep the costs of the audit down.

As Lions Clubs are holding public money on trust for the public we must be able to demonstrate to the public that we are complying with legislative requirements.

Having an independent audit helps to demonstrate that we are handling public money correctly. It should always be remembered that the reputation of Lions Clubs International stands or falls by the public perception of how each and every Lions Club handles money which is placed in our care.

The Club should appoint an auditor at the beginning of each financial year. The auditor should preferably be someone who is a member of a recognised accounting body and should not be associated with Lions in any way other than their role as auditor.

It is necessary to ensure that the auditor meets the requirements under state legislation for incorporated or charitable bodies. Advice should be obtained from the district Treasurer if in doubt. In most states, it is now required that Clubs use qualified auditors.

### 7.20.1 PREPARATION FOR AUDIT

To the extent that a Club Treasurer should keep the Club's books up to date at all times, the Treasurer should be ready for an audit at any time. Your Club President and the board are entitled to expect a monthly reconciliation of all bank accounts, and a report on income and expenditure.

If you have a problem, seek the advice of a knowledgeable member with accounting or book-keeping experience; whilst it is not appropriate that such a member be the auditor, there is nothing to stop that member assisting you to prepare for a trouble free audit. Never expect your auditor to find your errors for you - the result may well be a large account!

If the end of the Lions year brings about a flurry of activity to 'straighten out the figures' then you should regard this as a criticism of your activities (or the lack of them!) during the year.

Never fall into the trap of stating "it's only thirty cents out, it's not worth worrying about" - the perceived small error may in fact be the resultant of a number of offsetting errors of much greater magnitude. Remember always that your auditor may well charge you for the amount of work which has to be done – it makes a lot of sense to make the auditor's job easy.

The key to being ready for audit is of course to keep organised. The purpose of the following paragraphs is to suggest how this may best be done as routine during the year, and how you may seek to make the auditing

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task 'easy'.

## **7.20.2 SUPPORTING DOCUMENTATION**

Each financial transaction during the year should have supporting documentation, whether it be invoices or receipts or simply an authority from the board to make a donation, or to pay an account. This supporting documentation should be filed in date order so as to agree with the entries in your cashbook.

It is recommended that you keep at least two lever arch files, one each for the administration and activities accounts, for this purpose.

Some Treasurers number the supporting documentation with a 'folio' number or sequential reference number, which is referred to the entry in the appropriate cash book. Where a large Club is involved with many transactions this will be helpful to an auditor.

## **7.20.3 AUTHORITY FOR PAYMENT**

Your auditor will expect to see the appropriate authorities for payment of the Club's obligations. For this reason you should be able to produce copies of your Club minutes authorising all the payments made during the year. The auditor's authority is the requirements of the various constitutions that cover receipts and payments from/to the Club.

An example of a suitable authority is a formal motion and minute 'that Activities Account Cheques (say) 592 – 613 listed on the attached financial report be authorised for payment'. A separate motion should be passed for each of the Club's accounts.

Where a payment is made which cannot be directly supported by an invoice or receipt, such as a donation; then appropriate correspondence and or receipts should be filed to support the payment. In all cases such payments should also be supported by an appropriate resolution of the Club, a copy of which should also be filed.

In short, you should file full justification for any payments which will enable the auditor to satisfy himself that the payment was made as part of the proper business of the Club, and within the terms of the Club constitution.

Cheque books form an important part of your supporting documentation – do ensure that all counterfoils are correctly completed and that the cheque numbers are referenced to the cash book.

The supporting documentation should be referenced in a similar manner, and in this regard the payment authority slips mentioned earlier are a great help.

## **7.20.4 RECEIPTS**

You should ensure that a receipt is given for all monies paid into the Club. Such receipts should be sequentially numbered, and form part of the supporting documentation required for audit.

The majority of auditors will qualify their audit report by a statement that they cannot accept responsibility for the accuracy of accounts relating to donations received. Such a qualification is quite normal and relates to the reality that no auditor can guarantee that you have entered all monies that you have received as donations – there is no 'audit trail' enabling him to verify such monies.

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## 7.20.5 BANK RECONCILIATIONS

Before offering your accounts for audit, you should ensure that your accounts reconcile for the year under audit. It will be found much easier to obtain reconciliation if regular monthly reconciliations have been made during the year. It is always more difficult to resolve problems 'after the event'.

This section covers the bank reconciliation process and gives examples involving the sample set of accounts shown in following pages.

This section provides examples of the reconciliation between the monthly bank statement and the Club cashbook that should be submitted to the President and Board of Directors each month. Such action is a protection to both the Treasurer and the Club.

The objective of bank reconciliation is to verify that the bank balance at the end of a period agrees with the expected bank balance arising from Club records.

It should be appreciated that the reconciliation checks not only the bank transactions but also the Club cashbook. Such a check, carried out monthly, will reassure the Treasurer that his records are correct. It is not wise to wait until the end of the Lions financial year to reveal any errors that may exist.

When you receive the bank statements for the month, these should be associated with previous statements; and you first need to check that the starting balances agree with the previous month.

You should then verify the cheque payments (withdrawals) and deposits for the month against corresponding income and expenditure entries in your cashbook, marking the bank statement and cashbook in pencil where they agree. These items should be totalled and entered at item (1) and (2) on the reconciliation form.

At the conclusion of this action, you will probably find that a number of entries will not have 'reconciled' between the statement and the cashbook. Such entries will fall into one of the following groups:

Bank charges: These may be account management charges from the bank, chequebook duty, etc. These will need to be entered in your cashbook for the month; in this regard it is helpful to leave some space for such entries during the month's work.

Uncleared cheques and payments: These will be payment items that have not yet 'cleared' through the bank, or may not have been presented to the bank for payment.

The above items should be listed and totalled, and entered at item (3) on the reconciliation form.

Uncleared deposits: These will be deposit items that have not yet been cleared by the bank for credit to the account.

The above items should be listed and totalled, and entered at item (4) on the reconciliation form.

At the conclusion of this exercise, carry out the additions and deductions listed on the form, and you should find that the two totals should agree as in the example given – if this is not the case, check your figures carefully to find the error.

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Sign and date your reconciliation sheets and submit them to your President and the board for ratification, following which it is recommended that your President should sign the sheet as verification. Copies of these documents should be retained for each period to assist your auditor.

#### **7.20.6 GST ACCOUNTING**

Where a Club is obliged to register for GST, note that additional accounting records must be kept to facilitate completion and submission of BAS reports, and for retention against possible ATO audits. Whilst these requirements may be met by the provision of additional columns on the sample record sheets shown, it is strongly recommended that professional advice be sought to ensure that current ATO requirements are met. Useful information is available from the ATO in a booklet entitled 'How to keep your business records'.

Note that in general, the simple manual 'cashbook' system shown is only suitable for small turnover Clubs. When approaching the turnover which requires compulsory GST registration, it will generally be found more convenient to use one of the many computer accounting applications available, which will also have facilities for handling GST.

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Lions Club of Everywhere – Bank Reconciliation	
Administration account for January 2003	
Closing reconciled balance of Bank statement as at 31.12.02	\$2324.03
(1) Deduct Withdrawals	
Total of cleared cheques and payments/charges on Bank statement as at 31.01.03	\$1548.88
(2) Add Deposits	
Total of cleared deposits on Bank statement as at 31.01.03	\$68.00
Total on Bank Statement as at 31.01.03	\$843.15
Closing Balance in Club accounts as at 31.12.02	\$661.15
(3) Add uncleared cheques and payments/charges as at 31.01.03	\$250.00
(4) Deduct uncleared deposits as at 31.01.03	\$68.00
Expected Statement Balance	\$843.15

Lions Club of Everywhere – Bank Reconciliation	
Activities account for January 2003	
Closing reconciled balance of Bank statement as at 31.12.02	
(1) Deduct Withdrawals	\$2197.88
Total of cleared cheques and payments/charges on Bank statement as at 31.01.03	
(2) Add Deposits	\$5606.65
Total of cleared deposits on Bank statement as at 31.01.03	\$4694.45
Total on Bank Statement	\$1285.68
Closing Balance in Club accounts as at 31.12.02	\$905.68
(3) Add uncleared cheques and payments/charges as at 31.01.03	\$500.00
(4) Deduct uncleared deposits as at 31.01.03	\$120.00
Expected Statement Balance	\$1285.68

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Example of Cash Receipts for Administration Account

LIONS CLUB OF EVERYTOWN

CASH RECEIPTS - ADMINISTRATION 2002/2003

JANUARY 2003

DATE	RECEIPT No.	TOTAL BANKED	DINNER FEES	DUES	CONVENTION	TAIL TWIST	RAFFLE	BULLETIN ADVERT	SALE CLUB T-SHIRTS
6/01/2003	103-122	\$894.40	\$240.00	\$600.00		\$22.40	\$32.00		
10/01/2003	123	\$250.00			\$250.00				
12/01/2003	124	\$50.00						\$50.00	
20/01/2003	125-143	\$711.80	\$264.00	\$320.00		\$25.80	\$36.00		\$66.00
TOTAL	JANUARY	\$1,906.20	\$504.00	\$920.00	\$250.00	\$48.20	\$68.00	\$50.00	\$66.00
TOTAL	YEAR TO DATE	\$6,889.30	\$3,614.00	\$2,020.00	\$250.00	\$293.30	\$430.00	\$150.00	\$132.00

Example of Cash Receipts for Administration Account

LIONS CLUB OF EVERYTOWN

CASH PAYMENTS - ADMINISTRATION 2002/2003

JANUARY 2003

DATE	DETAILS	CHQ No.	TOTAL CHEQUE	DINNER FEES	DIST & MD DUES	INSUR-ANCE	INTERNAT DUES	CONVEN-TION	BANK FEES	RAFFLE	BULLETIN	POST-AGE	OTHER EXPEND
5/01/2003	HOTEL -DINNER MEETING	451	\$255.00	\$240.00						\$15.00			
9/01/2003	INTERNATI ONAL DUES	452	\$351.25				\$351.25						
9/01/2003	DIST. & MD DUES & INSUR	453	\$581.50		\$525.00	\$56.50							
14/01/2003	STATIONERY	454	\$52.00								\$52.00		
16/01/2003	POSTAGE	455	\$28.00									\$28.00	
16/01/2003	J SMITH (FARES EQUAL.)	456	\$250.00					\$250.00					
19/01/2003	HOTEL - DINNER MEETING	457	\$279.00	\$264.00						\$15.00			
31/01/2003	BANK FEES	-	\$2.13						\$2.13				
TOTAL	JANUARY		\$1,798.88	\$504.00	\$525.00	\$56.50	\$351.25	\$250.00	\$2.13	\$30.00	\$52.00	\$28.00	\$0.00
TOTAL	YEAR TO DATE		\$6,524.93	\$3,629.00	\$1,031.74	\$113.00	\$692.50	\$250.00	\$23.49	\$210.00	\$302.00	\$73.20	\$200.00

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Example of Cash Receipts for Activities Account

LIONS CLUB OF EVERYTOWN

CASH RECEIPTS - ACTIVITIES 2002/2003

JANUARY 2003

DATE	RECEIPT No.	TOTAL BANKED	MINTS	CAKES	CASH-A-CAN	BANK INTEREST	BINGO	SCHOOL FETE	RAFFLE	GARAGE SALE
5/01/2003	401	\$365.20					\$365.20			
6/01/2003	402-418	\$1,445.30	\$125.30	\$1,200.00					\$120.00	
8/01/2003	419	\$260.00			\$260.00					
12/01/2003	420	\$385.60					\$385.60			
14/01/2003	421	\$520.00								\$520.00
19/01/2003	422	\$320.15					\$320.15			
20/01/2003	423-438	\$1,040.60	\$240.60	\$800.00						
27/01/2003	439	\$365.10					\$365.10			
31/01/2003	-	\$12.50				\$12.50				
TOTAL	JANUARY	\$4,714.45	\$365.90	\$2,000.00	\$260.00	\$12.50	\$1,436.05	\$0.00	\$120.00	\$520.00
TOTAL	YEAR TO DATE	\$17,487.09	\$1,802.48	\$4,200.00	\$845.21	\$38.10	\$9,061.30	\$380.00	\$460.00	\$520.00

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Example of Cash Payments for Activities Account

LIONS CLUB OF EVERYTOWN

CASH PAYMENTS - ACTIVITIES 2002/2003

JANUARY 2003

DATE	DETAILS	CHQ	TOTAL CHQ	BANK FEES	MINTS	CAKES	BINGO EXPEN	RAFFLE PRIZE	YOUTH OF YR	YOUTH EXCH	OTHER EXPEN	DRUG AWARE	DONAT. LIONS	DONAT. OTH
5/01/2003	BINGO SUPPLIES	456	\$260.00				\$260.00							
8/01/2003	MD CAKES	457	\$3,600.00			\$3,600.00								
8/01/2003	MD MINTS	458	\$165.00		\$165.00									
12/01/2003	J SMITH BINGO EXP	459	\$121.35				\$121.35							
12/01/2003	AUST LIONS FOUND	460	\$500.00										\$500.00	
16/01/2003	XYZ HIRE COY	461	\$30.00								\$30.00	(GARAGE SALE)		
20/01/2003	COMMUNITY NEWS	462	\$25.00								\$25.00	(GARAGE SALE)		
22/01/2003	LIONS SAVE SIGHT	463	\$500.00										\$500.00	
22/01/2003	ROYAL FLYING DRS	464	\$500.00											\$500.00
31/01/2003	HALL HIRE – BINGO	465	\$400.00				\$400.00							
31/01/2003	BANK FEES	-	\$5.20	\$5.20										
TOTAL	JANUARY		\$6,106.55	\$5.20	\$165.00	\$3,600.00	\$781.35	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$1,000.00	\$500.00
TOTAL	YEAR TO DATE		\$16,396.65	\$48.00	\$885.00	\$3,600.00	\$5,793.65	\$300.00	\$185.00	\$150.00	\$805.00	\$100.00	\$2,500.00	\$2,030.00

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Example of Treasurer's Report to Club/Board of Directors - January 2003

ADMINISTRATION ACCOUNT	JAN	YEAR TO DATE
<b>INCOME</b>		
Club Dues	\$920.00	\$2,020.00
Dinner Fees	\$504.00	\$3,614.00
Tail Twisting	\$48.20	\$293.30
Dinner Raffle	\$68.00	\$430.00
Bulletin Advertising	\$50.00	\$150.00
Sale Club T-shirts	\$66.00	\$132.00
Convention-Fares Equalization	\$250.00	\$250.00
<b>TOTAL INCOME</b>	<b>\$1,906.20</b>	<b>\$6,889.30</b>
<b>EXPENDITURE</b>		
International Dues	\$351.25	\$692.50
District & MD Dues	\$525.00	\$1,031.74
Insurance	\$56.50	\$113.00
Dinner Costs	\$504.00	\$3,629.00
Dinner Raffle Cost	\$30.00	\$210.00
Bulletin Costs	\$52.00	\$302.00
Convention-Fares Equalization	\$250.00	\$250.00
Postage	\$28.00	\$73.20
Audit Costs	\$0.00	\$200.00
Bank Fees	\$2.13	\$23.49
<b>TOTAL EXPENDITURE</b>	<b>\$1,798.88</b>	<b>\$6,524.93</b>
<b>NET PROFIT/(LOSS)</b>	<b>\$107.32</b>	<b>\$364.37</b>

Bank Balance Administration Account	\$843.15
Bank Balance Activities Account	\$1,285.68
Bank Balance Term Deposit – Activities	\$5,000.00

ACTIVITIES ACCOUNT	JAN	YEAR TO DATE
<b>INCOME</b>		
Mints	\$365.90	\$1,802.48
Cakes	\$2,000.00	\$4,200.00
Cash-A-Can	\$260.00	\$845.21
Bingo	\$1,436.05	\$9,061.30
School Fete	\$0.00	\$380.00
Raffle	\$120.00	\$640.00
Garage Sale	\$520.00	\$520.00
Interest Received	\$12.50	\$38.10
<b>TOTAL INCOME</b>	<b>\$4,714.45</b>	<b>\$17,487.09</b>
<b>EXPENDITURE</b>		
Mints	\$165.00	\$885.00
Cakes	\$3,600.00	\$3,600.00
Bingo	\$781.35	\$5,793.65
Raffle	\$0.00	\$300.00
Youth of The Year	\$0.00	\$185.00
Youth Exchange	\$0.00	\$150.00
Garage Sale	\$55.00	\$55.00
Maintenance Lions Park	\$0.00	\$250.00
Drug Awareness Seminar Costs	\$0.00	\$100.00
Audit Fees	\$0.00	\$500.00
Bank Fees	\$5.20	\$48.00
Donation Save Sight	\$500.00	\$500.00
Donation Help to Hear	\$0.00	\$500.00
Donation Cancer Institute	\$0.00	\$500.00
Donation LCIF	\$0.00	\$500.00
Donation ALF	\$500.00	\$500.00
Donation Royal Flying Doctors	\$500.00	\$500.00
Donation Red Cross	\$0.00	\$500.00
Donation School Library	\$0.00	\$530.00
Donation Red Shield Appeal	\$0.00	\$500.00
<b>TOTAL EXPENDITURE</b>	<b>\$6,106.55</b>	<b>\$16,396.65</b>
<b>NET INCOME/(DISBURSEMENTS)</b>	<b>-\$1,392.10</b>	<b>\$1,090.44</b>

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## CHAPTER 8 - PUBLIC RELATIONS

### 8.1 WHAT IS PUBLIC RELATIONS?

Public Relations means the effective and professional communication of information about your organisation to the public. A public relations program uses a variety of methods: first, to provide a basic understanding of the organisation and what it does; and second, to create a positive image. The type of organisation, the audience you are trying to reach, and the budget, among other factors, determines the choice of methods.

For Lions Clubs, public relations means helping the community understand who Lions Clubs are, what they do and whom they benefit. It also builds community support for our humanitarian programs, helping Clubs reach more people in need.

For a good public relations program, make sure you:

- Know your Club's goals and objectives.
- Know who your audience is, and that you are successfully reaching it. Remember little things like updating your mailing list can improve communications dramatically.
- Check your progress and evaluate your activities once a month.
- Have enough money set aside to publicise your projects. You can have a good Public Relations program on a limited budget.

### 8.2 PUBLIC RELATIONS CHAIRMAN'S RESPONSIBILITIES.

As the Club Public Relations Chairman (or Publicity Officer), your responsibilities are divided into two categories: internal and external. Externally, your job as public relations Chairman is to make sure that your community receives news of Club activities in a complete and timely manner. It is one of the most important jobs in Lionism, since the public simply will not support your activities - no matter how worthwhile - unless they clearly see how the community benefits from them.

While this manual chapter concentrates on media strategies, not to be forgotten or neglected are several other important 'external' PR tools. Keep your Club's highway signs up to scratch. Too many are shabby compared with other service groups.

Suitably inscribed Club T-shirts are another good PR tool, be they for a particular project or for general Club use. Some Clubs go a step further and have colourful jackets and/or jumpers. Caps and hats, too, are becoming more popular.

Don't forget display boards and banners. All these items help identify you as Lions and are valuable PR tools - providing they are neat and tasteful.

Remember that your Club will be better able to serve the community and those in need through increased public awareness and support. You should also be involved in the planning of all projects to ensure public relations are taken into account.

Internal public relations within the Association are just as important as external Public Relations between Lions

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and the general public. It means keeping your own Club members fully aware of what the Club is trying to accomplish and their role in Lionism and the community. There is nothing mysterious about good public relations. As you study this guide, you'll see that success comes from the same elements that ensure success in almost any business or profession: adequate planning and professional delivery.

## 8.3 MULTIPLE DISTRICT PUBLIC RELATIONS PROGRAM

### 8.3.1 PUBLIC RELATIONS PROGRAM

The Multiple District Council has adopted the current public relations program.

#### Public Relations Program

##### 1. Media network and news:

- Establish an e-mail discussion board for nominated Lions – convened by the Executive Officer. Objective is to highlight local initiatives that we may be able to broaden into wider stories.

##### 2. Re -imaging strategy for Lions with Council.

- Develop a suite of materials including colours, website banners, letterheads etc to introduce a new image for Australian Lions.

##### 3. Public relations Materials

- Prepare focussed information about Lions
- Revise/prepare Australian fact sheets
- Prepare Korflute presentation boards consistent with Fact sheets, for use by Clubs at outdoor functions.

##### 4. Development of media collection

- Develop a Photo and video bank of materials to assist with promotion

##### 5. Visibility strategy

- Lions' efforts are not always recognised or appreciated since their logos, uniforms; corporate standards are not always used.
- Investigating of a suite of products and materials for use by Lions in the field, and in other public engagements to ensure that the Lions brand is properly promoted.

##### 6. Training

- Prepare, revise or purchase simple 'media involvement' training material for Clubs; eg, Media release template, instructions on how to get information out to the media.

##### 7. Community Service Announcements

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- Produce a high quality Community Service Announcement for broadcast on Television and Radio.
- 8. Formal National media briefings
- Series of personal briefings to key media personnel
- 9. Lions Ambassadors
- Over time, identify no more than five public figures that are prepared to advocate for Lions.
- 10. Continue to develop and implement website as PR tool

## 8.4 PUBLIC RELATIONS THEMES

Lions work is broad and any media campaign will need to consider carefully the image that we will project about the organisation. There is also a strong likelihood that members will each have their own views about what parts of the organisation should be promoted, at the exclusion of others.

Council also has an image strategy for the organisation that suggests we must focus our efforts on promoting a future view of Lionism; that is one that is attractive and relevant to potential Lions.

Council has adopted the following Public Relations themes:

Connections – the ability to network and form linkages, benefiting all aspects of ones life, but particularly business and professional development.

Influence – the ability to participate more fully in decision making and directions within ones community

Friendship – the ability to make and develop strong personal relationships, that is particular important in a world where families move around.

Philanthropy – focussing on Lions humanitarian goals and service.

## 8.5 EXTERNAL PUBLIC RELATIONS

### 8.5.1 WHAT IS NEWS?

One of the main means of reaching and informing the community about Lionism is, of course, through the media newspapers, magazines, radio and television. Nevertheless, before you begin to publicise any activity, ask yourself:

1. Is it truly newsworthy?
2. Will non-Lions be interested?

A newsworthy story will:

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- Have an impact on a large number of people or a special audience segment that your Club is trying to reach.
- Be new, timely and localised.
- Have an impact on the future.
- Offer helpful hints. For example, health tips such as signs and symptoms of diabetes.
- Possibly involve a celebrity.

A good test for your press release is to hand it over the fence to your non-Lion neighbour – and then ask what they think about it. Did he read it and understand it? If not – you need to try again!

## 8.6 MEDIA LISTS

Create a list of all newspapers, radio and television stations in your area plus the mailing address, telephone number, circulation, audience size, and name of contact person (perhaps the news editor), along with the deadlines or any special requirements they might have. Include space for notes on results, if any. Write names in pencil because contacts will change often.

Send a letter to your contacts every year and let them know you're in charge of publicity. The letter should list your name, address, phone (business and home) and a short description of your Club's activities.

Study each medium carefully. Knowing what type of stories each emphasises should enable you to determine which will be the most interested in your Club and its activities.

## 8.7 ESTABLISHING RELATIONSHIPS

The editor of a local newspaper, or news director of a radio or television station, must continuously decide which stories will be printed or broadcast that day. They will always find room for the big news item of the day, but when it comes to deciding whether 'Lions Sponsor Health Fair' or 'Charity Fundraiser' will appear, how is the decision made? If you have already introduced yourself and the editor understands your Club's activities and the work of Lions, your story will have a better chance of receiving coverage.

If you haven't already introduced yourself, do so right away. But first, you need to know who to contact. At a weekly or small daily newspaper, try contacting the editor. At a large metropolitan or national newspaper or magazine, address correspondence to the editor or preferably, the specialist reporter or editor responsible for the relevant 'beat', be it health, environment, medical, education, civic affairs, etc.

Be professional, too. If you do not already know the name of the specialist, find out. This can be achieved either by observation, a media reference guide or a phone call in advance. If you expect the specialist to be interested in your story, they expect you to know who they are.

When you know who to contact, call to make an appointment. Remember that these people are very busy and will appreciate it if you come prepared, are as brief as possible and leave relevant materials behind for later study.

Bring a folder that includes a description of your Club's community service activities, a list of current officers and board members, some background information on Lionism and a fact sheet. Your fact sheet should include such items as the number of members in your Club and worldwide, your Club's current major fund-raisers and service

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projects, and previous significant community contributions. Also be sure to include your name, address and home and business phone numbers.

Before you leave, make sure you too have received the information that you will need, including deadlines and any other special requirements this medium might have. To further help the editor, think of deadlines as a time not to talk to reporters and editors.

Don't call a morning paper editor after dinner or a weekly paper editor on the eve or day of publication. They will be much happier to spend time with you when they are as far from their deadlines as possible. Again, be sure to note these deadlines and other requirements on your file card.

Once you have established a relationship with a contact, don't let that relationship lapse.

Drop off a news release every now and then instead of mailing it, or invite your contact to a special Club meeting.

Don't hesitate to call if your material isn't used. Ask why and learn from the answer, but don't take the attitude that a newspaper must use your material. As stated earlier, an editor cannot always use all the material received, and many stories must be cut. So be courteous and helpful to the media, listen to the editors or reporters and learn from them. This will improve your stories and the chances for publicity.

## 8.8 SPECIAL PUBLIC RELATIONS AWARD

Your Lions Club, district or committee can compete for a prestigious annual award for the best public relations/publicity program undertaken in Australia and Papua New Guinea each year.

The aim of the award is to encourage and create a greater public awareness of Lionism. The award is named in honour of one of Australia's leading Lions, PDG Syd Packham, and is presented at the annual national convention.

The Council Chairman convenes a small Committee to judge the entries.

Entries can be submitted any time throughout the year, but will close two weeks before the national convention.

Entries are often highlighted by way of features in The Lion magazine. All entries must include the following:

- The object of the program.
- Details of planning, organisation, sponsorship (if any) and implementation, including number of people and hours worked.
- Details of media involvement - and results.
- Details of any other publicity used, i.e. posters, letterbox drops, banners, displays, etc.
- Good action photographs.

Entries should be sent to the Executive Officer at the Lions National Office

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## 8.9 GETTING THE MEDIA TO COVER CLUB EVENTS

More often than not, your community newspaper and broadcast outlets will be happy to use your release announcing a major fundraising event or free health screening.

There may be other events, such as the dedication of a Lions-supported clinic, hospital or another major project, where you will want to maximise coverage by encouraging attendance not only of reporters and photographers, but television crews as well.

There are several ways to invite the media to a larger event.

You can attach a personal note to your press release, but the best way is to also call the editor or news editor personally.

If you have already visited these people and introduced yourself, now is when it will pay off. Ensure that you give them at least a week's notice.

When speaking or writing to the media, be brief. Describe the activity or event, give the time, date and place and emphasise its importance to the community. Anticipate rejections, but politely attempt to discover why coverage was rejected. This will help you gain a better understanding and appreciation of the kinds of events they cover. Remember, ask for this kind of coverage only for an event that is out of the ordinary. Never invite the press for news of interest to Lions only.

Obtaining direct coverage of Club events will be one of your most difficult tasks. While your success rate with local newspapers may be very good, television or radio coverage is much more difficult. There are hundreds of stories every day and broadcast time is limited, so don't be discouraged.

Don't forget your community radio station. Many of these have much less pressure on their program time and will be happy to run news of your activities. Some Clubs have regular weekly slots on such stations.

## 8.10 OTHER ASSISTANCE

Most Districts have a district Public Relations Chairman, he will be happy to assist you. The Multiple District Public Relations Committee is also available where required. Always consider the overall ramifications of any Public Relations exercise. It is suggested that you speak to your District Chairman before contacting any major media outlet.

Be wary also of anything of a controversial nature. Always remember that any comment has the potential to be blown out of proportion. Seeking advice from your District PR Chairman, the MD PR Committee or even your District Governor is a wise precaution.

When you are approached by the media for comment on any matter, remember that in some Districts you are required by District policy to refer such inquiries to a nominated contact. Remember that one unwise or ill-informed comment can undo much hard work by others, and refer enquiries to your District Governor.

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## 8.11 THE NEWS RELEASE

The news release is the basic method of communicating with the media. Keep in mind that newsrooms receive more releases than they know what to do with.

Not all releases will be read as carefully as they might deserve to be, therefore, the person reading your release must be able to tell at a glance if the content has anything of interest.

News stories are written in the 'inverted pyramid' style. The first paragraph should include the most important fact. Subsequent paragraphs provide additional information in descending order of importance. The editor can then easily cut a paragraph to shorten the release if necessary.

Always write in the active voice. Keep your paragraphs and sentences short and limit them to a single idea.

The questions 'Who? What? Where? When? Why? and How?' should all be answered as early in the story as possible. Keep in mind that a simply written and fact-filled release will get precedence over one that requires substantial editing or even rewriting by the editor.

Before you mail or deliver a release, look at the last paragraph or two. Would the story still make sense if they were cut? If not rewrite it!

Finally, the release should be typed on Club letterhead with your name and phone number at the foot of the page. To type your release, drop one-third of the way down the page and type 'For Immediate Release' and the date. Drop another four lines and add the headline in capital letters.

Remember:

- Always double-space a news release.
- Type on one side of the page only, leaving wide margins for editing.
- The shorter the release the better. If there is more than one page, type '-more-' at the bottom centre of the first page and '###' or 'ends' at the bottom centre of the last page.
- Don't split a paragraph between pages.
- Number all pages except the first.

Along with the release, you may also want to send additional background information about your Club and its special projects. Providing this information can make the editor's job easier, especially if he or she is unfamiliar with Lions Clubs or the activities of your Club in particular. Not only will this information help the news organisation become more familiar with your Club, it may entice them to explore additional story ideas.

After giving your release time to get to the media, a quick follow-up phone call is essential. This can often mean the difference between your release getting lost amongst 100 others, or gaining the interest of the producer or journalist. But don't oversell - simply ask if the release arrived safely and if any more information is required.

Finally, your news release also can serve as, or be the basis of, a contribution to your District Bulletin or The Lion.

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The requirements of The Lion, in particular, are much the same, as noted in the brochure 'How to get published in The Lion', available from the Editor.

An example of a typical Lions Club press release follows. Note how the questions 'Who? What? Where? When? Why? and How?' are answered. Using this basic format, but substituting facts on one of your Club projects, practise writing your own release. (Remember to use the layout described above).

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Tuesday, 10 June 2008

## MEDIA ALERT

### LIONS AUSTRALIA DONATES \$20,000 TO VINNIES DROUGHT SUPPORT

**6 June 2008** – The St Vincent de Paul Society's drought support programs in the Bathurst, Orange, Forbes and Wilcannia regions have been recognized and strengthened by a \$20,000 donation from Lions Australia.

Lions Australia Council Chairman Bob Buckley will present a cheque to St Vincent de Paul Society Bathurst and Wilcannia/Forbes dioceses, at a special afternoon tea on Wednesday June 11 at 2.30pm at the Vinnies Centre at 27 McNamara Street, Orange.

The donation, from the Lions 'Give Back' Appeal, will be split equally between the two dioceses. It will ensure that drought support, including providing food, medical expenses fuel, water and electricity bill assistance, can continue.

Bathurst Diocese President Gillian Ferguson says, "We were ecstatic when we heard that Lions had chosen Vinnies and the Rural Task Force in particular to make this generous donation."

"Even though we've had some rain, it doesn't mean the drought is over. Recovering from the effects of drought can take a decade," Ms Ferguson said.

Lions Australia members in rural communities will work with Vinnies to extend their visiting program, where friendship is provided to anyone who needs a cup of tea and a chat.

Lions Australia Council Chairman Bob Buckley says Lions chose Vinnies as the recipient of the donation, because the drought support programs in place provided the structure and framework for ongoing support for rural communities.

Mr Buckley comments: "The 'Give Back' appeal by our Lions in Sydney raised the funds to help communities in western NSW."

"Our Lions in western NSW look forward to working with Vinnies volunteers to help our rural communities who are still struggling with drought. We know this is not just about money. Lions as a community service organisation stands ready to roll up our sleeves and pitch in."

Anyone in the rural community who needs drought assistance should call their local Vinnies Centre.

**For more information, please contact:**

**Amanda Ireland, Communications Officer, St Vincent de Paul Society NSW on 02-9568-0298 or 0417-446-430 or [amanda.ireland@vinnies.org.au](mailto:amanda.ireland@vinnies.org.au)**

District Governor Bob Buckley [DGN4@lions.org.au](mailto:DGN4@lions.org.au) 0448 550 275

#### About Lions Australia

Lions Clubs International is the world's largest service organisation with 1.5 million members in 45,000 clubs in 200 countries. Lions Australia is one of Australia's largest service organisations with almost 28,000 members and 1,400 clubs across Australia. Lions Australia raises over \$20 million per annum to assist in community and health projects, and funding for Lions foundations and programs

**[www.lionsclubs.org.au](http://www.lionsclubs.org.au)**

**national office** Locked Bag 2000, Newcastle NSW 2300 p 02 4940 8033 f 02 4940 8034 e [info@lions.org.au](mailto:info@lions.org.au)  
Multiple District 201 of Lions Clubs International Inc Australia, Papua-New Guinea and Norfolk Island ABN 63 592 786 032

Proudly supported by



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## 8.12 PUBLIC SERVICE ANNOUNCEMENTS (PSAs)

PSAs are brief, often pre-recorded messages about an organisation or service.

They are aired in place of paid commercial announcements and are made available to community organisations such as Lions Clubs. Don't overlook the person in charge of public affairs or public service programming at local television or radio stations. PSAs are an effective way to spread the word without breaking your budget.

Few PSAs are broadcast in prime viewing times, so don't be discouraged if yours is aired only in the early or late hours. It's the cumulative effect over time that counts. Consider asking a local celebrity to act as the spokesperson for the PSA.

Celebrities are not only instantly recognisable and newsworthy; they are also often willing to donate their time for a worthy cause. Many communities and organisations have benefited from celebrity endorsements.

### 8.12.1 RADIO PUBLIC SERVICE ANNOUNCEMENTS

Don't neglect radio in your public service plans. Before you call your local radio stations, make sure you know who listens to the various stations.

Unlike television stations, radio stations generally program to well-defined audiences.

If you want to reach adults over forty, don't waste your time with a station that programs for teenagers. If you're not familiar with the programming policies of stations in your area, spend some time listening to them. You will soon get a good feel for the station or stations most likely to reach your audience effectively.

Stations that devote a lot of time to talk shows are ideal to promote major events. Again pick a talk show host who has an interest in your subject. Have a spokesperson ready, as an interview may be involved. If the station considers a project worthwhile, it may even decide to co-sponsor it with the Club. This of course is ideal, but for it to happen the project must be 'meaty', be well presented and involve the station well in advance so it can prepare a professional promotion. If the station gets involved, it will want to ensure the project succeeds, be it a fund-raiser or public awareness campaign or both.

When calling a radio station for this purpose, ask to speak to the station manager, news editor or producer of a particular segment. Ask what kind of assistance they can provide free or at a minimal charge. They may help you record a tape - (perhaps one of the staff announcers will do it for you) - or an announcer might simply read the PSA on the air live. The station may or may not charge for studio time, but if you explain the humanitarian goals of Lions Clubs and how your Club serves the community, the station may consider reducing the fee or waiving it altogether.

Be sure to ask about the station's scheduling requirements. As many as eight weeks may be needed to schedule airplay after the PSA has been made. If your PSA promotes a fundraiser such as a charity auction, and you deliver it too late to be scheduled prior to the event, you've wasted an important promotional opportunity. So call well in advance!

When writing a PSA, keep in mind four things:

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- Get the listener's attention immediately.
- Show how listeners will benefit.
- Give reasons why the listeners should do what you are asking.
- Tell the listener where to go, what to do, when to do it and where to call for more information.
- The length of a PSA should follow these rules:
- A 10-second spot will have approximately 20 words, a 20-second spot will have 50 and a 30-second spot will have 75 words.

Before sending the script to the station, read the copy aloud whilst timing yourself. This will help keep the message short, and will bring to your attention any tongue twisters or complicated sentences that could confuse the message. The station manager or news editor may also offer some help in editing your script after you have written it.

### 8.12.2 TELEVISION PSAs

Television PSAs should be handled much like those for radio. Again, you will need to contact the station for special requirements, find out who the viewers are and write a script.

There are two basic types of television PSAs:

The first is pre-recorded on videotape, such as those available from International Headquarters, with space at the end for your Club's message. Alternatively, consider having one locally produced specifically for your Club. Your local station can advise on production requirements in either case.

The second type consists of a script and one or more slides. While the slide or series of slides (usually no more than four in a 30-second spot) are shown, a recording of your script is aired. As with radio, consider using a celebrity spokesperson.

### 8.12.3 PROMOTING YOUR PROJECT THROUGH PRINT - PROPOSING A STORY

While reporters and editors do their best to keep abreast of community developments, they can't know everything about every group. As an information resource, it is your responsibility to let them know what's going on. Many stories originate from people like you. So let your contact know when you have some interesting information that could make a good story.

Try calling or writing to a reporter with a follow-up story idea connected to a current issue in the news. Reporters are always looking for stories with a local angle, or a local angle on a story of national interest. For example, if there has been a series about drug or alcohol abuse in the schools, call and offer information for a follow-up story about the Lions -Quest 'Skills for Adolescence' program.

### 8.12.4 NEWSPAPER PUBLIC SERVICE ANNOUNCEMENTS

Most suburban and country newspapers also run Public Service Announcements in the form of advertisements promoting the activities of community and service organisations.

These advertisements often fill a 'hole' - the newspaper term for the space left when a paid advertisement does

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not arrive on time or a story falls short. To achieve coverage this way, it is best to have your advertisement professionally designed and prepared to artwork stage.

The 'We Serve' series available from the International Office come in various but mainly relatively small sizes preferred by newspapers. An example follows:

**We're doing A Lion's Share!**

**Volunteering**

You've talked about it, but aren't sure how to get involved. After all, volunteering means more than just giving time. Lions Clubs serve the community through building recreation centres, by sponsoring drug and diabetic prevention programs, visiting the aged and multiple-handicapped children, and by reaching out to the visually impaired. Lions are personally involved in the fellowship of serving. Join over 1.4 million men and women who volunteer through Lions Clubs.

Your Club's name and contact number goes here...

#### 8.12.5 PHOTOGRAPHS

Most newspapers have a policy of using photographs taken only by their staff. Some, however, will use photographs you provide if they are of professional quality and otherwise conform to their standards. Find out what these standards are, and add this information to your file.

For better quality photographs, follow these guidelines:

- Photos that show action are always preferred to those that do not. Do not take pictures of people standing in a line staring at the camera.
- Get as close as possible to the action.
- Provide only clear, high contrast black and white glossy prints; 203 x 254 mm enlargements are preferred but postcard size may suffice.
- Do not submit colour or instant - camera prints, unless you clear this with the editor in advance.
- Do not staple pictures.
- Identify photographs completely. Write or type, on a separate sheet of paper, the name and title of each person shown, from left to right; the occasion or subject photographed; the location; the date and name of the Club. Tape this sheet to the back of the photo. Never write on the back of the photo itself.
- Photographs should be kept flat at all times. Protect them with cardboard or some stiff material, especially

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if you plan to mail them.

- Good action photographs help make a good story.

Finally, make sure you deliver the news and photographs on time. If the newspaper has a 12.00 deadline and the news and photo doesn't show up until 12.30, you have probably wasted all your time and effort.

#### **8.12.6 ADDITIONAL SUGGESTIONS**

In addition to utilising newspapers, radio and television there are numerous other ways to spread your Club's message. Here are some suggestions, you will probably think of a few more:

- Don't overlook the use of billboards or bus panels. Companies sometimes donate space not sold to a paying customer, or they might charge only for installation.
- Try approaching local businesses or grocery stores that might include your leaflet in their statement mailings or as flyers in grocery bags.
- In addition to regular, general circulation newspapers, many communities have free circulation newspapers. Don't overlook these if they include editorial space.
- Pass out fact sheets about your Club's activities at fundraisers or other events. At a dinner or a Bingo session for example, you could tell those who attend exactly where the money raised will go.
- Local governments and school districts often publish a newsletter to keep citizens informed about important developments. When your Club sponsors a project directly benefiting local government or the schools - contributing to a park or playground equipment, or providing sight and hearing screening for school children - ask them to 'help' promote the program in their publication. Offer to provide them the information in news release form.
- Prepare a presentation on Lionism - perhaps based on films, videotapes and sound/slide programs available from International Headquarters - and offer to make it available to different Clubs and other community organisations.
- Participate in community celebrations by marching in parades, setting up information booths, providing free refreshments, etc.
- Make sure you display the Lions emblem prominently at all your activities and events. If you have a highway sign or marker – make sure you keep it clean and looking its best at all times.
- Perhaps once a year, place an advertisement in your local newspaper thanking the public for supporting Lions activities and briefly explaining what their help has meant to improve the quality of life in the community.
- Wear your Lion pin at all times and tell friends about Club-sponsored events.
- Share news about your Club with district and neighbouring Clubs. They could well be some of your biggest supporters.

#### **8.12.7 MONITORING PROGRESS**

How do you know how successful your Public Relations program has been? Better yet, what do you have to show for it? As stated earlier, you should check progress monthly. A good way of keeping track is to keep clippings of newspaper articles, along with tapes of television and radio coverage. Some Clubs keep attractive scrapbooks of press coverage they have received.

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With a little imagination, a few phone calls and some hard work, your message will be read, heard or seen by a good percentage of your community.

### **8.12.8 INTERNAL PUBLIC RELATIONS**

Lions, Too, Must Be Informed!

As stated earlier, Club members must also be informed of all aspects of Lionism, including Club, district and international activities, and their roles in Lionism and the community.

Club members are the foundation of everything Lions do, and no Club can be successful without a knowledgeable, membership. To keep members informed, work closely with your Club's Lions information and Membership Chairmen, who are responsible for keeping members informed about new and old aspects of Lionism.

A good deal of the internal public relations process can take place at your regular Club meetings. Part of each meeting should be set aside to both inform members about current and future activities, including the Public Relations program, and to give them a better understanding of the history, purposes and ethics of Lionism.

## **8.13 THE CLUB BULLETIN OR NEWSLETTER**

Although Clubs use regular meeting times to inform members of upcoming events, the Club bulletin or newsletter is the most effective way to remind members of what has or will happen. It is also the place to provide members with the variety of information they need to function effectively.

Whether you edit the bulletin yourself or delegate the job, make sure your publication is effective. Your Public Relations program depends on it.

### **8.13.1 CONTENT**

A Club bulletin should include news of what will happen and what has happened. The first of these - the 'will happen' - is obviously the more important, since it will enable Club members to plan for activities and events. Rosters for future events, and the Minutes of meetings and commentaries of past events, form the basis of any good Club bulletin.

Before printing the news, you have to find it. That means establishing a regular procedure for talking to those Lions responsible for various Club activities. Make sure the news you gather is not only timely, but also accurate. Take extra time to double-check dates, locations, times and spellings. (No one appreciates having his or her name misspelt).

Avoid an overabundance of gossip, jokes and birth notices. These items do have a place in your Club's bulletin, but make sure they appear only after all the important news has been covered. After all, non-Lions will judge your Club partly on the quality of your communications, and you should be sending your newsletter to other people, including those on your media list.

### **8.13.2 FORMAT AND PRODUCTION**

Assuming you've set up procedures for receiving the news, you're still faced with presenting it to your members

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and other readers with the greatest possible impact. If your Club already has a first class bulletin, then all that will be necessary is to work closely with your predecessor. If your Club doesn't have a bulletin, or if it needs improvement, the following ideas will be of assistance.

### **8.13.3 CHOOSE A MASTHEAD OR COVER DESIGN**

Depending on the kind of bulletin you intend to publish either newsletter or magazine format, develop a masthead or cover design. In either case, this should include all the pertinent information of interest to your readers: name and date of publication, name of Club and mailing address, and days, time and location of your regular meetings. If possible, have it designed by a graphic artist - perhaps your Club even has one as a member, or a member who knows one.

### **8.13.4 CHOOSE A FORMAT**

Lions Clubs around the world use a variety of bulletin formats. These vary from single page newsletters, printed on both sides; to very elaborate magazines, printed with expensive paper and sometimes even including four-colour covers. The following descriptions pertain only to the newsletter style, as this is the format most Clubs use:

Single or multiple page A4. This is probably the easiest to produce, since you will be dealing with standard size paper the same as regular stationery. If you have too much material for a single sheet, you simply add another, or as many as you need, and staple them together.

Four-page (A3 folded). If you can fill four or more pages regularly, this format is recommended, as it can avoid stapling and is generally more attractive and professional looking.

### **8.13.4 PAGE LAYOUT**

In most cases, choose either a single or double column layout. In the first, type your news completely across the page. In the second, divide the page into two equal columns, separated by a blank space, or a black line called a rule. Usually the double column is easier to read.

It also provides greater flexibility since you can add photos and other artwork without either leaving empty space, or running copy around them as you would be forced to do in a single column layout.

### **8.13.5 PAPER COLOUR, PRE-PRINTS**

Plain white paper would be acceptable for your bulletin, but consider choosing a coloured sheet, giving the bulletin greater impact. Talk to your printer or paper supplier about the standard colours that are available. Don't choose a colour that is too bright or too loud. Light pastels, beiges, buffs or greys are best.

Alternatively, explore having the masthead or cover pre-printed on coloured paper or in an ink colour other than that you use for the body copy. This gives your bulletin the appearance of two-colour printing at lesser expense. To reduce costs obtain a full year's supply, which can be overprinted as required for each issue.

### **8.13.6 TYPESETTING, TYPEWRITER OR COMPUTER**

Many editors believe that the use of a typewriter for composing a newsletter adds a feeling of immediacy to the

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news. There's no denying, however, that the use of commercially set type results in a neater appearance.

With the advent of new typesetting processes (computer and/ or photographically based), the cost of this alternative has been greatly reduced over the years. Still, the cost may be prohibitive to your Club.

However, in more recent times, more and more Clubs are using desktop publishing and home computers to create their newsletters. Computers not only make it easy to rearrange copy once typed, but many also come with their own graphics program, allowing for computer generated illustrations and designs.

There are several desktop publishing programs available at quite reasonable cost. Many word processing packages will also produce good results. Experiment with the various fonts (typefaces) and effects available to enhance your presentation. Avoid using too many typefaces on one page as this can give a cluttered appearance. Two or three fonts per page are usually ample.

### **8.13.7 HEADLINES**

Start each story with a headline. These are simply brief, descriptive phrases designed to call attention to the following story.

Examples would be 'Convention Set for April 12th' or 'Help Needed for River Clean-up'. Headlines also serve as a visual way of separating individual stories. If using typesetting or desktop publishing, use one size of type for routine headlines and a larger type to call attention to more important stories. If you are using a typewriter, type headlines in all upper case letters.

### **8.13.8 PRINTING METHODS**

Printing methods vary, as do their cost. Your printing method may then depend on your budget. Because of the number of various print methods available today, talk with your printer or an instant printing shop to find what will best suit your Club's needs and 'pocket'. Many Clubs will have access to photocopying facilities, which provide a cheaper but quite acceptable alternative.

### **8.13.9 ARTWORK AND PHOTOGRAPHS**

The use of artwork and photographs can add to the attractiveness and impact of a printed or photocopied bulletin. Don't use them unless they are of high quality. Amateur drawings and out of focus or poor quality photos will only detract, not add, to the appearance of your bulletin.

### **8.13.10 ESTABLISHING A PRODUCTION SCHEDULE**

To the inexperienced editor, establishing and adhering to a bulletin production schedule may seem difficult at first. But, if you take it one step at a time, you'll find it just as easy as your other routine tasks.

First, establish a schedule of bulletin mailing dates for the entire year. Then work backward in time to establish deadline dates that will enable you to mail your bulletin on time. In other words, determine all the steps that must be completed then assign a day or days for completing each step.

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## 8.14 THE NON-LION NEWSLETTER OR UPDATE

Whether or not you are currently sending your Club bulletin to reporters, co-sponsors, community leaders and other non Lions, consider sending them a special quarterly newsletter or one page update.

The update will make them feel as if they are important to your group by keeping them abreast on all current issues. The update should be written in a more serious tone than the Club bulletin. Facts should pertain solely to the achievements of the Club in the past quarter, upcoming projects, and how their help has enabled the Club to better serve the community.

## 8.15 MATERIALS AVAILABLE

Lions Club International (LCI)

A variety of audiovisual and printed materials are available from Lions Clubs International headquarters at Oak Brook. The majority of the Association's publications may now be downloaded from the International website.

Quantities of leaflets etc may be ordered via Club Supplies at the Australian office to help you develop your Club's Public Relations program for the year – obtain a list of items stocked in Australia from Newcastle.

The majority of the items listed below can be ordered to your Club's account from Lions HQ at Oak Brook, USA.

- Films: a variety of 16mm films on many aspects of Lionism.
- Slide Programs: a number of 35mm slide presentations.
- Videotapes: VHS and Beta tape presentations. Remember that you will require VHS PAL tapes for showing on domestic equipment within Australia; however most TV stations require Beta tapes.
- Programs. (Tapes may not be available in all broadcast systems).
- Official Rules for International Contests including the Club bulletin contest and others.
- Camera-Ready Art: For bulletins and newsletters.
- New Ad Posters: Camera-ready art with suggested copy for fundraisers or general community events.
- Media Samples Kit - a collection of PR materials to help Lions publicise Club activities.
- Club Public Relations Chairman's Guide (Publication PR710)

For a current listing of PSAs or 16mm films and slide presentations available for loan or purchase, write to:

Public Relations Division

Lions Clubs International

300 22nd Street

Oak Brook

Illinois 60570-8842 USA

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Phone: 0011 (1) (630) 571 5466 Ext 358 or 363

Fax: 0015 (1) (708) 571 1685

E-mail: [lionpr@worldnet.att.net](mailto:lionpr@worldnet.att.net)

Much information can be found on the Lions Club International website at:

<http://www.lionsclubs.org>

Multiple District 201 Office - Newcastle

'Lions Australia – Public Relations Guide'

This guide is a manual designed specifically for Club public relations chairmen to promote their Club and the work of Lions, with several ideas and procedures to assist in working with the media.

## 8.16 LIONS AND THE INTERNET

Many Lions Districts and Clubs now have websites on the Internet, and there is little doubt that Internet sites can be a valuable part of Lions public relations strategy. Many excellent examples of Club sites can be viewed. With increasing computer literacy, many Clubs will have members who will be able to implement a Club site.

Most Internet Service Providers (ISP) allow their subscribers to host sites without additional charge, although they place a limit on the size in megabytes.

Access to the Lions Clubs International website is:

<http://www.lionsclubs.org>

Access to the Multiple District 201 website is:

<http://www.lionsclubs.org.a>

'LionNet' coordinates International Lions Club sites and may be accessed via the Lions Clubs International website.

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## CHAPTER 9 - INSURANCE

### 9.1 INTRODUCTION

Insurance often generates much discussion at Club meetings, especially where project work is concerned. Sadly, much of the opinion that results from such discussions is often ill informed.

Insurance connected with service Clubs is a complex subject due to the enormous variation of activities in which a Club can be involved. Lions Clubs International have always been conscious of the risks to members engaged in community service, and put in place a basic insurance program, details of which are circulated to each Lions Club on an annual basis.

For Multiple District 201 it has always been clear that the international program was not adequate to ensure protection to our members having regard to local circumstances, and accordingly the Council of Governors formed an Insurance Committee to advise Council on a program suited to our needs.

The Council subsequently appointed an Insurance Broker to provide the necessary cover.

The broker appointed is:

JUA Underwriting Agency Pty Ltd

Level 1, 210 George Street, Sydney NSW 2000

Phone: (02) 8272 4800

Facsimile: (02) 9247 2411

E-mail: mail@juaunderwriting.com.au

Web: <http://jua.com.au>

#### First Point of Contact – Insurance

For a number of years the first point of contact for all Insurance matters has been the broker's authorised representative:

PDG R.N. (Bob) Korotcoff Dip.Fin.Serv. (Erica)

AFSL # 278958

P.O. Box 454, Brighton SA 5048

Phone (H&W): (08) 8298 1599

Facsimile: (08) 8377 0798

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Mobile: 0418 831426

E-mail: [insurance@lions.org.au](mailto:insurance@lions.org.au)

Web: <http://www.lionsinsurance.com.au>

## 9.2 DETAILS OF INSURANCE COVER

An updated 'Summary of Insurances for Lions' is published annually in the Lions Australia Multiple District 201 Directory, a copy of which is supplied to every Lion in Australia on an annual basis. It is also available on the Web – <http://www.lionsinsurance.com.au> and Club Officers should make themselves thoroughly familiar with the published summary, and comply with the advice therein.

However, the nature of Insurance is such that the conditions under which cover is established are constantly changing and therefore you should always check the details on the Web.

Whenever there is any doubt whatever about the cover existing, or for advice on any situation involving insurance, Club officers should contact the brokers' representative. As an alternative, any member of the MD201 Insurance committee, as listed in the current edition of the Lions Australia Directory, should be able to assist you.

## 9.3 NEED FOR A CLUB SAFETY OFFICER

Within Multiple District 201, there are a substantial number of claims made on our insurers each year.

The number of claims from Lions and Lions Clubs has prompted a recommendation from Lions Clubs International that all Clubs give consideration to the appointment of a Safety/Security Officer. Over the years since this recommendation was first made, there have been many questions as to the duties and responsibilities of this role.

The following seven questions are those most often asked:

- Why does the Club need a Safety/Security Officer?
- What are the consequences of the Club not having a Safety Security Officer, should there be an accident?
- If the Club doesn't have a Safety/Security Officer, are the members still covered by the Lions Insurance Policies, should there be an accident?
- What qualifications does a Safety/Security Officer need?
- What happens if the Safety/Security Officer is not available to carry out his/her duties prior to and during, a project?
- What are the duties of a Safety/Security Officer?
- What if the Club Safety/Security Officer makes a mistake?
- Looking at each of these questions in turn:
- Why does the Club need a Safety/Security Officer?

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We need to look at these questions both from the viewpoint of the Club and the Lions insurers.

There can be little doubt that when the vast majority of Lions Clubs discusses carrying out a project or activity, these discussions centre on responsibilities and who will do what. Little, if any, time is spent discussing the safety aspects of the project or activity - and this is basically why Clubs need to have a Safety/Security Officer. We need to ensure that, from the Clubs' point of view, safety aspects are considered and the necessary precautions put into place.

From the insurer's point of view, if some simple safety checks can be performed prior to and during projects and activities; there is a potential to dramatically reduce the number of claims. It also follows that a reduction in claims, and therefore payouts by the Lions' insurers, will help to keep that portion of our dues needed to pay the insurance premiums at, or close to, the current levels.

If simple safety checks can prevent unnecessary pain and suffering to Lions members, surely Clubs have a genuine responsibility to consider the appointment of Safety/Security Officers.

### **9.3.1 WHAT ARE THE CONSEQUENCES OF OUR CLUB NOT HAVING A SAFETY/SECURITY OFFICER, SHOULD THERE BE AN ACCIDENT?**

It is clarified that it is not compulsory for a Club to appoint a Safety/Security Officer.

However, it is strongly recommended that all Clubs do so and this recommendation was reinforced by an action in South Australia, where an injured member sued his Club for NOT appointing a Safety Officer as recommended. Common sense dictates that a Club with a Safety/Security Officer who carries out simple safety checks may be in a better position to ensure that no one is injured on a Club project or activity.

If our Club doesn't have a Safety/Security Officer, are Lions members still covered by the Lions Insurances Policies, should there be an accident?

There is nothing in the policies that eliminates coverage for failure to appoint a Safety/Security Officer.

### **9.3.2 WHAT QUALIFICATIONS DOES SAFETY/SECURITY OFFICER NEED?**

There is no need for the Lion who is appointed to this position to have formal safety or first aid qualifications, the main requirements are common sense and an eye for detail. The Safety/Security Officer should not be allocated any other duties at projects and he or she must be free to wander around and keep a look-out for unsafe situations, and take appropriate action to correct the problem.

To assist in this area, a simple Inspection Checklist has been circulated to all Clubs by Lions Clubs International, accompanying a booklet on the Lions Liability Program. It is also available from PDG Bob Korotcoff or from the Lions Insurance Website.

Certificates of Currency of the Lions Liability Policies can be downloaded from the Lions Insurance Website.

What happens if a Safety/Security Officer is not available to carry his/her duties prior to and during a project?

It is obvious that the Lion appointed as the Safety/Security Officer will sometimes be unavailable. A couple of simple options that may be considered to overcome such an eventuality are:

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Form a Safety Committee with the Safety/Security Officer as Chairman. Any member of this committee can be delegated to look after these duties if the Safety/Security Officer is not available.

Find out which Club members will be attending and have the Safety/Security Officer liaise with a suitable member to act in his/her place.

### **9.3.3 WHAT ARE THE DUTIES AND RESPONSIBILITIES OF THE CLUB SAFETY/SECURITY OFFICER?**

The Safety/Security Officer should not be allocated any other duties and he/she should take control of all safety and security matters. As to the duties of the Club Safety/Security Officer, this is up to each Club to define, but will certainly include:

- Safety/Security checks of sites at which projects are to take place (both prior to and during the project.
- Making sure the members working on the project are aware of any safety and security matters or issues.
- Reporting and recording any actions taken to ensure safety/security.
- Preparing clear details of all accidents that may occur.
- Following the requirements of Lions insurances detailed in the Multiple District Directory, including immediate notification to the Insurance broker or his representative should an accident occur.

### **9.3.4 WHAT IF THE CLUB SAFETY/SECURITY OFFICER MAKES A MISTAKE?**

If the Club Safety / Security Officer or his/her appointed representative, makes a mistake or overlooks a blatant defect or potential hazard, that officer or appointed representative is covered by the Lions insurances as long as he/she was acting in the capacity of a Lion.

### **9.3.5 CONCLUSION**

In the final analysis all we can do is to take common sense steps to ensure, that our members, non-members and the public at large, remain safe while involved with Lions projects and activities. Through a positive and diligent approach we should strive to do the best we can to establish and maintain a safe working environment.

Questions such as:

- Which member should be appointed as Safety/Security Officer?
- What training should the Safety/Security Officer have?
- What should the Safety/Security Officer do in an emergency?

...require a little bit of logical thought to come up with common sense answers that will suit your Club.

As individual Lions we should remember that if we are involved with a Lions' project or activity and a safety or security matter arises, this should immediately be brought to the attention of the Safety/Security Officer, project Chairman. EACH OF US has a responsibility to ensure safety and security at all times.

After all, insurance might compensate for a loss, but it will not bring back a loved one, or a limb!

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Further information on safety issues may be obtained from the insurance brokers' representative, and from state/territory safety organisations.

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## CHAPTER 10 - REWARDS FOR SERVICE

### 10.1 INTRODUCTION

The following information is provided for the guidance of Club Presidents and others that may wish to recognise the service of Lions Club members. Lions Club members do not serve others in order to receive financial rewards. The rewards they seek are less tangible, but no less real. Their rewards lie in the satisfaction of helping people in need; improving numerous communities; acquiring leadership skills; associating with professional, business and government leaders; and in making loyal and lifelong friends.

### 10.2 AWARDS AND RECOGNITION

There is perhaps no greater reward for a Lion's service than a simple 'thank you,' sincerely expressed. As a leader, displaying this small gesture of gratitude will be appreciated by the Lions who have helped make activities and projects a success.

At every level of the association, awards and recognition are available to provide a more permanent form of appreciation. The following is information on the importance of recognising special efforts and the proper procedure for doing so.

A list of the current International awards is available in Publication PR18 (available from Lions Clubs International, and from the Lions website); and your District Governor may be able to give further information.

### 10.3 CLUB AWARDS

Club Presidents and secretaries are in the best position to know for which awards their Club and members are eligible, because they receive the publications that describe Lions awards. Before they officially take office, incoming Club Presidents and secretaries should review these materials to determine for which recognition their Club or members may be eligible in the upcoming year. This information may come from International Headquarters, the District Governor or the Council Chairman.

#### 10.3.1 CLUB TWINNING RECOGNITION AWARD

The International Club Twinning Program is a reciprocal program between Clubs of different countries. Its purpose is to give Lions and Leos of different cultures an opportunity to learn about one another. Upon reporting the first twinning to international headquarters, Clubs receive a twinning patch or twinning certificate. Clubs receive no further award or recognition for that twinning relationship.

If the Club initiates another international twinning during another year, the Club may then apply for another patch or certificate for the second twinning. Whether a Club twins once or 20 times during a fiscal year, it still receives only one award. Contact the district International Relations Chairman for details of the twinning program or refer to the Lions Clubs International website 'Club Twinning Guidelines'

#### 10.3.2 LIONS YOUTH OUTREACH CERTIFICATE OF MERIT

For Clubs, districts, or Multiple Districts wanting to recognise individuals (either Lion or non-Lion) for their efforts on behalf of youth. The Certificates are available for purchase through the Youth Programs Department

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in Oak Brook.

### **10.3.3 LIONS-QUEST BANNER PATCHES**

These banner patches recognise Clubs that support the Lions-Quest Programs (Skills for Growing, Skills for Adolescence and Skills for Action). Clubs are limited to one patch per program. Banner Patch application forms are available from the Lions Clubs International Youth Programs Department.

### **10.3.4 OUTSTANDING CLUB PATCH**

Each year one Club in a district can be selected by the Governor to receive the Outstanding Club Patch for participation in international relations activities.

### **10.3.5 SIGHT CONVERSATION AND WORK WITH THE BLIND EXCELLENCE IN EFFORT CERTIFICATE**

Each year one Club in each district can be selected by the District Governor to receive a Certificate for outstanding work in the area of Sight Conversation and Work with the Blind.

### **10.3.6 CLUB COMMUNITY AND CULTURAL SERVICE AWARD**

The District Governor may select one Club each year to receive a Banner Patch to be presented to the Club that implements the most outstanding community and cultural activity within the district.

## **10.4 MEMBERS AWARDS**

Perhaps the most important award that a Club can give is recognition to its own members. A look at the Club Supplies Catalogue will suggest the many awards and gifts that can be given for service and achievement.

An outgoing Club President who has done a superior job should be recognised with an appropriate plaque, as should an outstanding Club Secretary.

If a member has led a successful fundraising event, it may be appropriate to present them with a plaque or a special gift item adorned with the Lions emblem.

Many Clubs have a Member of the Year Award. A Club should seek opportunities to recognise its members on a regular basis.

### **10.4.1 100% ATTENDANCE AWARDS**

100% attendance awards are issued for each year during which a Lions member achieves 100% attendance under the policy set by Lions Clubs International. The Club Secretary is responsible for keeping attendance records and recording make – ups for these awards.

At the 2004 Multiple District Convention in Cairns a Notice of Motion was passed 'That this MD Convention recommends to Clubs the cessation of the presentation of the Perfect Attendance Tabs and their replacement with Years of Service Tabs'. As this was a recommendation only to be put to the Clubs, the decision to continue to issue 100% Attendance Tabs or replace them with a Years of Service tabs is entirely up to each individual

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Club.

#### 10.4.2 MEMBERSHIP KEY AWARDS

Membership Key awards are distributed automatically, provided that the sponsor's name and membership number are included on the MMR. The Membership Key Program includes credit for sponsorship of charter members by individual Lions. Keys are awarded when a Lions has sponsored 2, 5, 10, 15, 20, 25, 50, 75, 100, 150, 200, 250, 300, 350, 400, 450 and 500 new members.

##### Rules of Eligibility – Key Award

- Membership key awards are earned for the total number of new members sponsored who have met the requirements for eligibility.
- A new member must remain a Lion for one year and one day before the name can be used as a credit toward a key.
- The name of the new member and the sponsor must be reported on the membership report of the Club, together with the sponsor's Club and member number.
- No sponsor shall receive more than one key of the same type.
- Charter, transfer, and reinstated members cannot be used as credit for a key.
- Only one sponsor can receive credit for a new member.
- The awards are issued automatically from Oak Brook thirteen months after the date the new member was reported on the Membership report and each time a sponsor reaches the next level.
- All keys are of the same design, and are identical in shape or size except for the number designating the total number of new members sponsored.

#### 10.4.3 LIFE MEMBERSHIP

Perhaps one of the most significant rewards for a member who has given long and meritorious service is Life Membership of Lions Clubs International.

The full requirements for life membership appear in Chapter 4.14.5 of this manual. Life Membership Application forms (CLM 5M) may be downloaded from the Lions Club International Website.

An application for Life Membership must have the approval of the Club's Board of Directors, and carry the signatures of the Club President and Secretary.

The completed application form should be forwarded, accompanied by a draft for US\$500 in favour of Lions Clubs International, to the Cabinet Secretary, who will forward the application to Lions Clubs International after checking. US dollar drafts may be obtained from your Club bank at the current rate of exchange plus a small service charge.

In considering Life membership, it should be remembered that the payment covers the International dues only, and that Multiple District and district dues are still payable by the Club in respect of Life members

Note: Lions Clubs International will not process a Life Membership application without a Bank draft for \$US500.

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Please bear in mind that applications can take 8-10 weeks to process

#### **10.4.4 CHEVRON AWARDS**

Chevrons are issued to recognise the years of membership. The first chevron is earned in the tenth year of membership. Charter Monarch and Monarch Chevron awards became saleable items through the Club supplies official catalogue in 1999, and Clubs are now responsible for providing chevron awards if required.

The Club Secretary is responsible to maintain the necessary membership records and, if desired, to purchase the chevrons for the eligible members.

Chevrons are accompanied by a Certificate that may be endorsed by the MD201 Council Chairman

Chevrons are awarded only on the basis of length of membership. They are in no way related to attendance awards.

#### **10.4.5 CHARTER MONARCH CHEVRONS**

Charter Monarch chevrons consist of one or more bars and a miniature scroll. Each bar represents ten years of membership and each half bar represents five years. This chevron should be purchased from MD201 Club supplies for a Lion who is a charter member and has attained ten or more total years of membership.

#### **10.4.6 MONARCH CHEVRONS**

Monarch Chevrons consist of bars only. Each bar represents ten years of membership and each half bar represents five years.

This chevron should be purchased from MD201 Club supplies for a Lion who is not a charter member and has attained ten or more total years of membership.

#### **10.4.7 CLUBS AND INDIVIDUAL MEMBERS**

Districts and Multiple Districts also consider ways to recognise Clubs and individual members. Both can have a Lion of the Year Award. Many also have a Club of the Year program to encourage administrative excellence, service and fundraising accomplishments.

Examples of district awards are the Sight Conversation and Work with the Blind Excellence Award and the New Horizons Award in Diabetes for both of these, applications must be submitted to the District Governor.

### **10.5 CLUB ADMINISTRATION AWARDS**

#### **10.5.1 CLUB PRESIDENT'S EXCELLENCE AWARD**

The association recognises accomplishments of Club Presidents each year by presenting the Club President Excellence Award to qualifying Club Presidents. An application form, included in the Club President's kit, must be submitted to the Cabinet Secretary, and be certified by Zone and Region (where applicable) Chairmen and the District Governor. The award is issued from Oak Brook. The requirements for the award change from time to time

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and you are referred to the current application form for full details.

#### 10.5.2 CLUB SECRETARY'S AWARD

Detailed requirements for the Club Secretary's award differ from District to District. Award applications are generally submitted to the Cabinet Secretary.

### 10.6 RECOGNITIONS – NOT AWARDS

A number of Foundations and Institutes now make available handsome plaques and certificates in return for donations, and this is an excellent way of rewarding a Club member for his service and also of supporting a worthwhile cause. In MD201, these are regarded as Recognitions rather than as Awards. Details are given in the following sections.

#### 10.6.1 MELVIN JONES FELLOWSHIP

The Melvin Jones Fellowship, recognition of humanitarian work, may be used to recognise outstanding Lions or members of the general public. Such a Lion, or member of the general public, may be recognised in consideration of a donation of \$US1000 to the Lions Clubs International Foundation. The Fellowship, as presented, comprises a special lapel badge and wall display plaque.

Melvin Jones Fellows, who make additional US\$1,000 donations to LCIF, or in whose name US\$1,000 donations are made, become part of the **Melvin Jones Fellowship** program. Progressive Melvin Jones Fellows are awarded a new lapel pin and congratulatory letter for each subsequent US\$1,000 donation.

Contributions can be made by individuals (including non-Lions), Clubs, or districts. Contributions can be made in one sum, or in instalments of a minimum of US\$100 over a five-year period.

Please contact the LCIF District Chairman or the District Secretary for full details and Application Forms or alternatively visit the L.C.I.F. page of the Lions Clubs International Website.

Applications may take some six weeks to process as they require the approval of a Lions Clubs International Foundation Board committee.

#### 10.6.2 AUSTRALIAN LIONS FOUNDATION FELLOWSHIPS AND CERTIFICATES

Australian Lions Foundation Fellowships and Certificates may also be used to recognise contributions to Lionism; in this instance the donations are to the Australian Lions Foundation.

Clubs, Zones, Districts or other Lions Groups may honour a Lion, Lioness, Leo or a non-Lion or group with these awards

Please contact the Australian Lions Foundation Secretary, the District Chairman (ALF) or the State ALF Trustee for full details and an Application Form. An Application Form is also mailed annually to each Club. It can also be downloaded from the ALF website at [www.lionsclubs.org.au/alf](http://www.lionsclubs.org.au/alf)

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### **10.6.3 JAMES D. RICHARDSON HONOUR AWARD**

The James D. Richardson Honour Award is achieved through the donation of \$500 to the Australian Lions Foundation, which must be designated as being for a James D Richardson Honour Award at the time it is made. Donations may not be designated retrospectively.

The Award can be paid for in a single payment in full or in two equal instalments over two years. Each payment must specify the Award, even if the recipient is not named at the time of payment.

The Award comprises a handsome framed Certificate and a lapel badge.

### **10.6.4 IAN M STOCKDALE HUMANITARIAN AWARD**

This Award is named after Past International Director Ian Stockdale MBE, a most popular and respected member of the Lions organisation. Ian was co-founder of the Lions Licola Village. He was a true Christian gentleman who devoted his life to ensuring a bright future for others.

This prestigious Award is obtained through making a donation of \$1,000 to the Australian Lions Foundation. The donation is to be designated as an Ian M Stockdale Humanitarian Award contribution at the time it is made. Donations may not be designated retrospectively. The Award can be paid for in a single payment in full or in two equal instalments over two years. Each payment must specify the Award; even though the recipient is not named at the time of payment.

The nominated recipient honoured with an Ian M Stockdale Humanitarian Award will receive a large framed and appropriately inscribed coloured certificate together with a lapel badge.

### **10.6.5 WILLIAM R TRESISE FELLOWSHIP**

This Fellowship, named after the founder of Lionism in Australia, is presented to an individual Lion, Lioness, Leo, or non-Lion whose Club or District (single or multiple) makes an undesignated contribution of \$2000 in recognition of that person.

The donation must be designated as for a William R. Tresise Fellow contribution at the time it is made. Donations may not be designated retrospectively. Donations may be made either as a single payment in full, or in two equal instalments over two years. Each payment must specify the Award, even though the recipient is not named at the time of payment.

The Award comprises a large display wall plaque plus a lapel badge.

### **10.6.6 AUSTRALIAN LIONS DRUG AWARENESS FOUNDATION (INC) AWARDS**

Full details of the recognition presentations made available from ALF appear in Chapter 2.13 of this Manual: Contact ALDAF at the address shown in the current edition of the MD201 Directory.

### **10.6.7 HARRY JENKINS FELLOWSHIP AWARD**

The Australian Lions Drug Awareness Foundation (ALDAF) issues the Dr Harry Jenkins Fellowship as a means of recognising outstanding service, and raising funds for the Foundation. The award is obtained through the

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donation of \$1000 to the Foundation, paid either as a lump sum or over two years.

Fellows are expected to have a background of service to Drug Awareness or community service as a prerequisite for the granting of the award, which comprises an appropriately inscribed wall plaque.

Further information may be obtained from your State Director, refer to the current Multiple District 201 Directory for contact details.

#### **10.6.8 JAMES McLARDIE AWARD**

The Australian Lions Drug Awareness Foundation (ALDAF) issues the James McLardie Award as a means of recognising outstanding service, and raising funds for the Foundation. The award is obtained through the donation of \$500 to the Foundation, paid as a lump sum.

Recipients are expected to have a background of service to Drug Awareness or community service as a prerequisite for the granting of the award, which comprises an appropriate inscribed wall plaque.

Further information may be obtained from your State Director, refer to the current Multiple District 201 Directory for contact details.

### **10.7 INTERNATIONAL PRESIDENT'S AWARDS**

The highest awards presented by the association to non Lions and its members are given at the discretion of the International President.

#### **10.7.1 HUMANITARIAN AWARD**

This award is one of the most distinguished awards Lions Clubs International presents to a non-Lion. It is presented annually to an individual demonstrating outstanding commitment to community or world service.

The International President designates one recipient of this award during his or her year in office. The award is presented at the association's annual international convention. Past recipients include Mother Theresa, US Former President Jimmy Carter, Mrs Nancy Reagan, and Dr. Carl Kupfer, Director of National Eye Institute (USA).

As a part of the worldwide search for the most qualified recipient, District Governors are encouraged to nominate candidates for consideration by the International President.

#### **10.7.2 OTHER PRESIDENTIAL AWARDS**

There are a number of other important and prestigious awards given by the International President, including:

- Ambassador of Good Will Award
- International Leadership Award
- International President's Certificate of Appreciation
- Medal of Honour
- Presidential Award

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These awards are presented to Lions who have distinguished themselves by particularly noteworthy service.

If you know of a Lion who may be deserving of a special recognition, you should communicate detailed information on the candidate and his or her accomplishments to the appropriate District Governor or Council Chairman. These Lions, along with present and past officers, will make recommendations to the International President.

For a list of International Presidents Awards and Recognitions for Non Lions refer to the publication 'The Guide to Awards and Recognition' available for downloading from the Lions Clubs International website.

## **10.8 MEMBERSHIP AND EXTENSION**

Most of these awards are sent automatically, provided the Club sends accurate reports to International Headquarters in a timely manner. The Year-Round Growth Membership Program Award depends on the Club assuring that new members added during the year are reported on the Monthly Membership Report (MMR).

### **10.8.1 YEAR ROUND GROWTH PROGRAM**

Certificates of Sponsorship Certificates bearing the International President's signature will be presented to Lions who sponsor one or more new members during a Lions year (July 1 - June 30). The certificates are distributed to sponsors as follows:

First new member - President's Bronze Certificate of Sponsorship

Second new member- President's Silver Certificate of Sponsorship

Third new member and higher- Membership Excellence Certificate

President's Membership Excellence Pin

Lions that sponsor three or more members during a Lions year will also have the honour of wearing this pin, which changes every year to reflect the International President's theme.

### **10.8.2 CLUB BANNER PATCHES**

A banner patch will be sent to Clubs by Lions Clubs International that show a net gain in membership for the Lions Year and also to Clubs that a zero net loss for the year that have reported net losses for the previous two years.

### **10.8.3 FLAG SET**

In each constitutional area Clubs with the highest number of new members recruited during a Lions year will receive a Lions Clubs International flag set. Three Clubs from each constitutional area will receive a flag set in each of the following categories:

Clubs with 41 or more members

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Clubs with 22-40 members

Clubs with 21 or fewer members

All awards are based on the number of new members recruited during the Lions year, July 1- June 30. International Headquarters distributes the flag sets after the end of the Lions Year.

#### **10.8.4 SPECIAL AWARD PROGRAMS**

Watch for special award programs, which may be initiated by the International President as part of the International Program for his year in office. While these may also be automatic, most require action by the Club during a specific period.

#### **10.8.5 ACTIVITIES AWARDS**

There are numerous awards available for Lions and Clubs who support the service activities of Lions Clubs International. In most cases, simply completing a form and forwarding it to the proper person is all that is required.

Many Lions and Clubs otherwise eligible do not receive their well-earned recognition because the Club President or Secretary either wasn't aware of the award or simply didn't fill out the required paperwork. Do not be one of those Clubs! An example of these awards is the Club Twinning Recognition Award

Other examples (for which the applications must be submitted to the District Governor) include:

Outstanding Club Patch

Sight Conservation and Work with the Blind Excellence Award,

New Horizons Award In Diabetes

Lions Club Community and Cultural Activity Award.

#### **10.8.6 YOUTH AWARDS**

There are numerous awards available for participation within Leo Clubs, Youth Exchange and Youth Outreach.

Many of these awards are for Leos themselves, such as:

- Leo of the Year
- Leo Environment Project Banner Patch
- Leo Award of Honour.
- Awards may also be given to Leo Clubs, including:
- Leo Club Excellence Award
- Leo Club Anniversary Patch

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The Top Ten Youth Exchange Chairman Award Nominations are reviewed by the Services Activities Committee of the international Board of Directors. Only ten award packages are presented world wide each year.

The New Horizons Award in Youth Outreach may be awarded to a Leo, a Lion or even a non-Lion who introduces youth to humanitarian service within their community.

A full listing of all youth awards may be obtained by contacting the Youth Programs Department.

## **10.9 DISTRICT AND MULTIPLE DISTRICT AWARDS**

Many of the awards available to Clubs are also available to districts and their leaders.

As at the Club level, the Governor and cabinet Secretary should review awards prior to the beginning of the Lions year, so that proper plans can be made.

### **10.9.1 DISTRICT GOVERNOR'S EXCELLENCE AWARD**

One of the most coveted awards of the association is the District Governor's Excellence Award, which recognises a District Governor's achievements during his/her term. A specific criterion is set each year that must be achieved for the award to be presented. An application form is submitted to LCI each year following completion of the District Governors term for consideration.

### **10.9.2 AWARD PRESENTATIONS**

Awards should be presented in public and with due ceremony. Imagine the difference between a Club President handing a longevity award to a member while he or she is eating and presenting the award from the podium after a suitable introduction. Possibly, 'Fellow Lions, I am pleased today to honour our fellow member who has given many years of dedicated service to our Club.'

An item called 'Awards Presentations' should be part of your regular meeting agenda. If you do not have a specific award to present, find a way to recognise one or more members for their hard work. Simply thanking a Lion for his or her contributions goes along way toward keeping morale and achievement at a high level.

It is also important to recognise newer members. If the Club immediately involves them in committees and activities, as it should, then there should be many opportunities to recognise them. Awards should never be mailed to recipients.

## **10.10 PROPER DISPLAY OF AWARDS**

### **10.10.1 MEDALS**

In most countries, military officers only wear medals with full-dress uniforms. When wearing uniforms, they may wear ribbons representing the medals.

The same policy is generally true for medals presented by the International President. The medals should generally be displayed with formal wear only, unless other instructions are specifically given prior to the event.

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Medals should never be worn with casual dress, which includes the vests, jackets and other uniform-like apparel often worn by Lions.

Nor should they be removed from the ribbon or ribbons provided, as these are integral to the award.

The Ambassador of Good Will Award medal is presented with both a neck and chest ribbon. Because it is the highest award a member can receive, most Lions use the neck ribbon to make it stand apart from other medals worn.

The award also comes with a miniature lapel pin, which can be worn with business attire.

Recipients of the current President's International President's Award should wear the award on formal occasions during that President's year in office and not others that they may have received in past years.

If a past International President from whom an International President's Award was received is present, then it is permissible to wear his medal also. However, Lions should avoid wearing multiple medals.

Medals should be worn on the left chest of the coat. If multiple medals are worn, the Ambassador of Good Will Award (if being worn with the chest ribbon and not the neck ribbon) should be first in line (from left to right when facing the wearer).

This should be followed by the International President's Award(s), beginning with the most recently serving International President in order to the most distant. The International Leadership Award (which may be worn on formal wear at any time) can then follow.

If a Lion has received other medals from the Club, district or Multiple District, these awards must follow any international awards. Local custom may permit them to be worn with non-formal attire.

#### **10.10.2 CERTIFICATES**

The International President's Certificate of Appreciation is an important and unique award. The award comes in a folder, but those who present it often frame it prior to the presentation. This is the recommended policy to follow for all certificates, since it makes it easier for the recipient to display the award in his or her office or home.

Most certificates presented at the Club, district, Multiple District and international levels are of standard sizes and a wide choice of certificates are easily available at relatively low cost from Club Supplies at the Sydney office.

#### **10.10.3 PLAQUES**

Like certificates, plaques are particularly suitable for individual member awards and non-lion dignitaries. Displayed at work or at home, they not only illustrate achievement, but also proclaim to all that see them that the recipient is a proud and recognised member or has been otherwise recognised by Lions Clubs International.

Club Supplies at the National office has an extensive selection of plaques for both specific and general purposes.

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#### 10.10.4 BANNER PATCHES

Because most Lions Clubs do not have their own meeting facility, they are generally unable to display plaques or framed certificates. For this reason, the association often provides recognition in the form of a patch that can be affixed to the Club's banner. Active and successful Clubs have often received numerous patches and have purchased a separate 'Lions Clubs Awards' banner from Club Supplies. Patches should always be neatly sewn or otherwise affixed to the banner.

#### 10.10.5 SUMMARY

All Lions who have served as International President began as new members.

It is important that Club leaders should recognise the efforts of your members to encourage the prosperity of the Club. By being aware of the many awards that may be offered to Lions, presenting awards in a proper manner and simply saying 'Thank you,' you are giving the positive push needed to help your Club move into the future.

A complete 'Guide to Awards and Recognition may be downloaded from the publications other page of the Lions Clubs International website <http://www.lionsclubs.org>

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