



Lions Clubs International



District 201C1

lionsaustralia

Australia, Papua New Guinea, Norfolk Island

Constitution By-Laws and Policy Minutes

Revised August 2014

UPDATE LIST
CONSTITUTION, BY-LAWS and POLICY MINUTES
June 2010

Section	Subject	Action	Date
<u>Constitution</u>			
8.8	Convention Fund	Amend Clause 8.8	Oct 04
10.3	Accounts (District Convention)	Amend Clause 10.3	Oct 04
16.1	By-Laws and Policy Minutes	Amend Clause 16.1	Oct 04
16.2	By-Laws and Policy Minutes	Add new Clause 16.2	Oct 04
16.3	By-Laws and Policy Minutes	Renumber Clause 16.3	Oct 04
11.6	Convention Motions - Voting	Add new clause 11.6.1	Oct 06
5.	Vice District Governors	Amend wording	Oct 08
6.	Election of Officers	New clauses 6.2.5, 6.2.6.	Oct 08
6.	Withdrawal of V.D.G.'s	Amend clause 6.8	Oct 08
7.	Duties and Powers	Amend clause 7.1	Oct 08
7.	Duties and Powers	Amend clause 7.2	Oct 08
3.	Powers	Add new clause	Oct 09
3 – 19	Renumber all	Renumber	Oct 09
<u>By-Laws</u>			
1.6	Annual District Dues	Amend amount in 1.6	Oct 02
1.7	Pro Rata Dues	Add new Clause 1.7	Oct 02
1.7	Pro Rata Dues	Revoke Clause 1.7	Oct 04
2.1.3	Club and District Education Fund	Add Clause 2.1.3	Oct 05
4.1	District Officer Reimbursement Fund	Amend Clause 4.1	Oct 05
1.6	Annual District Dues	Amend amount in 1.6	Oct 07
6.4.4	Election Result	Amend Clause 6.4.4	Oct 09
1.6	Annual District Dues	Amend amount in 1.6	Oct 10
4.4	District Officer Reimbursement Fund	Add Clause 4.4	Oct 11
<u>Policy Minutes</u>			
5.2.	Invitation to PDG's	Add new Clause 5.2.1	Oct 02
5.3	District Governor	Amend wording 5.3.4	Feb 02
6.1	Gift to retiring DG	Amend Wording	Oct 02
8.6	Convention Expenses	Add new clause 8.6.2	Feb 02
8.6	Convention Expenses	Renumber 8.6.3	Feb 02
9.1	Multiple District Projects	Amend wording 9.1	Feb 02
11.12	Annual Return Magazine	Add New Clause 11.12	Jun 02
11.13	District Mailing	Add New Clause 11.13	Oct 02
14.1	Copy to District Officers	Add New Clause 14.1	Oct 02
14.2	Changes to District Officers	Add New Clause 14.2	Oct 02
16	Former Deceased Members	New Clause 16	Jun 02
17	Public Officer	New Clause 17	Jun 02
18	Privacy Statement	New Clause 18	Feb 03
8.11	District Convention Advance Funds	New Clauses 8.11.1, 8.11.2	Jun 03
9.5	Youth of the Year Quest Finals	Amend Clause 9.5	Jul 03
8.14	Registration Fee	Amend Clause 8.14	Oct 03
8.14.1	Registration Fee	New Clause 8.14.1	Feb 04
12.3	Display of the District Banner	New Clause 12.3	Jun 04
7.3	Cabinet Secretary Training Schools	Amend Clauses 7.3.1, 7.3.2	Aug 04
8.11.3	District Convention Advance Funds	New Clause 8.11.3	Aug 04
11.13	District Mailing	Amend Clause 11.13	Aug 04
8.14	Registration Fee	Delete Clause 8.14, 8.14.1	Oct 04
1.5	Minutes of Cabinet Meetings	Amend 1.5	Jun 05
6.1	Gift to Retiring District Governor	Amend 6.1	Jun 05
7.3	Cabinet Secretary Training Schools	Amend Clause 7.3.1, 7.3.2	Jun 05

18.1	Privacy Officer	Amend 18.1 to 18.2	Jun 05
18.1	Privacy Statement	Amend 18.1	Jun 05
9.8	District Officer's Expenses	New Clauses 9.8, 9.8.1, 9.8.2	Feb 06
12.1.4	District Flag Set	New Clause	Feb 06
2	District Governor Bannerettes & Badges	Amend amount	Jun 06
5.3	District Governor	Amend wording 5.3.4	Oct 06
7.6	Attendance at MD Conventions	Amend 7.6	Oct 06
9.9	Adelaide Royal Show Grant	Add new 9.9, 9.9.1, 9.9.2	Jun 07
9.3	Disbursement of District Proceeds	Amend wording 9.3.3	Feb 08
9.5	Youth of the Year Quest Finals	Add new 9.5.2	Feb 08
7.6.	D. G's Reception at MD Convention	Add new 7.6.3.	July 08
11.14	D.G's Official Club Visiting	Add new 11.14	July 08
11.7	Club Incorporation	Add new 11.7	July 08
9.5	YOTY budget	Add new 9.5.3.	July 08
9.10	Sponsorship of lion at Zoo	Add new 9.10	Oct 08
7.6.4	Cab Sec Accom' at MD Convention	Add new 7.6.4.	Oct 08
19.	Club Audits	Add New PM 19	Oct 09
20	Vulnerable person Protection	Add New PM 20	Oct 09
9.5.4	YOTY State Coordinator Expenses	Add New 6.4.4	Oct 09
8.10	Renumbered	to 8.10.1	Oct 09
8.10.2	Convention Expenses	Add new 8.10.2	Oct 09
5.3.4	District Handover	Amended wording 5.3.4	May 10
8.3	Convention Hospitality Book	Amended wording 8.3	May 10
20	Vulnerable Person Protection	Amended wording 20.4 20.5	May 10
14	Printing Constitution	Amended wording	Jul 10
9	Christmas Cake project	Added new 9.3.4	Jul 10
9.8	District Officer Expenses	New Clause 9.8.1,9.8.2,9.8.3	Feb 11
9.9	Royal Show Grant	Removed from Policy Min:	Jun 11
5.3	District Handover Function	Amended wording 5.3.1,5.3.2,5.3.3,5.3.4,5.3.5	Jun 11
19.7	Club Audits	Added new 19.7	Aug 12
9.7.2	Leo Member Assistance	Added new 9.7.2	May 14
9.10	Skin Cancer Screening Program	Added new 9.10	Aug 14
9.11	District LCIF Fund	Added new 9.11	Aug 14
11.11	District Web Site	Amended 11.11	Aug 14



Lions Clubs International



District 201C1

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Australia, Papua New Guinea, Norfolk Island

Constitution

Revised October 2010

LIONS CLUBS INTERNATIONAL DISTRICT 201 C1

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LIONS CLUBS INTERNATIONAL DISTRICT 201 C1

DISTRICT CONSTITUTION

INTERPRETATION

In this Constitution except where inconsistent with the context:-

- “DISTRICT”** Means District 201 C1 of Lions Clubs International.
- “ASSOCIATION”** Means the International Association of Lions Clubs.
- “MEMBER”** Means a member of a Lions Club.
- “DISTRICT CABINET”** Means all District 201 C1 Officers and District Chairmen meeting as a Board.
- “DELEGATE”** Means a qualified voting member of a club at a Convention.
- “DISTRICT CONVENTION”** Means the Annual Convention of District 201 C1.
- “MULTIPLE DISTRICT”** Means the area designated by the Association as Multiple District 201 as approved from time to time by the Association.
- “M.D.201 COUNCIL”** Means the Multiple District 201 Council of Governors.
- “SEMI-ANNUAL DUES”** Means the funds paid by clubs to the District on a half-yearly basis.

LIONS CLUBS INTERNATIONAL DISTRICT 201 C1 Inc.

DISTRICT CONSTITUTION

ARTICLE 1: NAME

This organisation (hereinafter referred to as “the District”) shall be known as Lions Clubs International District 201 C1 Inc. The District shall be a District of the International Association of Lions Clubs (which association is hereinafter referred to as “ the Association”)

ARTICLE 2: OBJECT

The Object of the District is to provide an administrative structure with which to advance, within the boundaries of the District, the Purposes and Objects of the Association and in particular:-

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 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.

ARTICLE 3: POWERS

The District shall have all of the powers set out in section 25 of the Associations Incorporation Act.

ARTICLE 4: MEMBERSHIP

The members of the District shall be all Lions Clubs in the District chartered by the Association.

ARTICLE 5: BOUNDARIES

5.1 The boundaries of the District shall be as approved by the Association from time to time.

- 5.2 The District shall be divided by the District Governor of the day into such Regions and Zones as the District Governor may determine in accordance with the provisions of the Constitution of the Association.

ARTICLE 6: DISTRICT ORGANISATION

6.1 Cabinet

The District shall have a District Cabinet comprising :-

- The District Governor
 - The First Vice District Governor
 - The Second Vice District Governor
 - The Immediate Past District Governor
 - The Region Chairmen
 - The Zone Chairmen
 - A Cabinet Secretary
 - A Cabinet Treasurer (or Secretary/Treasurer)
 - A Constitution and By-Laws Chairman
 - The District Governor Elect (from the date of election)
- Such other Lions Members as the District Governor of the day may appoint from time to time.

- 6.1.1 The District Governor will have the authority whether the positions of Region Chairmen will be utilised. If not so utilised the positions of Region Chairmen shall remain vacant during that District Governors term.

6.2 Officers

The members of the District Cabinet and District Chairmen shall be Officers of the District. Each such Officer must be and remain a member in good standing of a Lions Club in good standing in the District.

6.3 Appointments

The District Governor may appoint such District Chairmen as the District Governor deems fit. Such District Chairmen may be appointed to the District Cabinet as voting members.

- 6.3.1 The District Governor shall, before taking office, appoint the Cabinet Secretary, the Cabinet Treasurer, a Region Chairman (optional) for each Region and a Zone Chairman for each Zone.

6.4 Vacancies

If any vacancy occurs in any office, except that of the District Governor, First and Second Vice District Governors or the Immediate Past District Governor, the District Governor may (subject to clause 6.5.) appoint another Lion who is qualified to be an officer to fill such office for the unexpired term.

6.5 Cessation of Appointment

Should a Region Chairman or Zone Chairman cease to be a member of a Club in the Region or Zone, as the case may be to which the Officer was appointed, that term of office shall cease and the District Governor shall appoint a successor to fill that position.

6.6 Removal of Officer

The District Governor may at any time by notice in writing to any Officer (other than the First and Second Vice District Governors) remove such person from any office to which they have been appointed by the District Governor and may appoint a successor to fill that position.

6.7 Natural Justice

Before removing any such Officer the District Governor shall comply with the laws of Natural Justice.

6.8 No Salary

No salary shall be paid to any Officer of the District.

6.9 Cabinet Meetings

A regular meeting of the District Cabinet shall be held in each quarter of the financial year. The first such meeting shall be held within sixty (60) days after the adjournment of the preceding Convention of the Association. At least thirty (30) days written notice of such regular meetings setting forth a date, time and place determined by Cabinet or in default by the District Governor, shall be given to each Officer by the Cabinet Secretary or by some other person appointed by the District Governor for that purpose.

6.10 Special Meetings

Special meetings of the District Cabinet may be called at the discretion of the District Governor and may also be called by a written request made to the District Governor or the Cabinet Secretary by at least ten (10) members of the District Cabinet setting out the purpose for calling the meeting. The District Governor shall determine the date, time and place of the special meeting which shall take place within twenty one (21) days of the date from which the request was received. At least five (5) days written, electronic, telephone or personal notice of the special meeting setting forth the purpose, date, time and place shall be given to each Officer by the Cabinet Secretary or some other person appointed by the District Governor for that purpose, provided however, that the requirement for five (5) days notice may be reduced or waived by a two thirds majority of the Officers voting on holding such special meeting.

6.11 Quorum

The attendance of a simple majority of the members shall constitute a quorum for any meeting of the District Cabinet.

6.12 Voting

Every member of the District Cabinet including the District Governor shall be entitled to vote on any matter. The District Governor shall in addition have a casting vote but may use the same only to maintain the status quo.

6.13 Regions and Zones

The District Governor shall divide the District into Regions of no more than sixteen (16) and no fewer than nine (9) Lions Clubs in each such Region.

The Zones shall be no more than eight (8) and no fewer than three (3) Lions Clubs in each Zone (unless exemption is given by the Association) giving due regard to the geographical location of the Clubs.

The District Governor shall make such division on taking office which shall be subject to change at the sole discretion of the District Governor having due regard to the best interest of the District.

6.14 Region Meetings

Where Region Chairmen have been appointed meetings of representatives of all the Clubs in a Region, with the Region Chairman as Chairman of the meeting, may be held after consultation with the District Governor at a time and place determined by the Region Chairman within the respective region. The Zone Chairmen for Zones in that region, the Presidents and Secretaries of all Lions Clubs in that region shall be entitled to attend and vote at all such Region meetings.

6.15 Zone Meetings

In each Zone, the Zone Chairmen and the Presidents and Secretaries together with the Club Membership Chairmen of all Clubs in the Zone shall comprise a District Governors Advisory Committee with the Zone Chairmen as Chairman of the meeting.

This Committee shall meet at such time, date and place as shall be determined by the Zone Chairman in consultation with the District Governor but always in accordance with the current policy established by the Association and the District. Such meetings shall be known as Zone Meetings.

6.16 Procedural Requirements

Rules of procedure, the agenda and all other matters relating to Region or Zone Meetings shall be determined by the Region or Zone Chairman in consultation with the District Governor or in default by the Chairman of the meeting who may permit persons other than those mentioned in the previous clauses to attend such meetings.

6.17 District Governors Honorary Committee

The District Governor may appoint a District Governors Honorary Committee composed of Past District Governors who are members in good standing of Clubs within the District.

This Committee shall meet as and when convened by the District Governor.

6.18 Nominations Committee

The District Governor shall appoint a Nominations Committee consisting of the Constitution and By-Laws Chairman and two (2) Past District Governors of the District.

6.19 Cabinet Secretary

The Cabinet Secretary under the supervision of the District Governor shall:-

6.19.1 Carry out any duties assigned by the District Governor.

6.19.2 Give at least thirty (30) days previous written notice of Cabinet Meeting

6.19.3 Within thirty (30) days after each Cabinet Meeting mail to each Officer, the Multiple District, 201 Council Office and the Association of Lions Clubs International an accurate report of the proceedings.

6.19.4 Keep such records available at all times to the District Governor.

6.19.5 Keep an accurate record of the proceedings at District Conventions and meetings.

6.20 Cabinet Secretary Re-Imbursement

The Cabinet Secretary shall be re-imbursed for any approved expenses.

6.21 Magazine

The Cabinet may publish a magazine, newsletter or such other publication as it may deem desirable to assist the objects of the District.

ARTICLE 7: ELECTION OF DISTRICT GOVERNOR AND FIRST AND SECOND VICE DISTRICT GOVERNORS

7.1 Method of Voting

The Delegates attending the annual District Convention shall at each Convention elect a District Governor and a First and Second Vice District Governors for the following financial year by secret ballot and by the preferential system of voting as set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives.

7.2 Qualifications

No member shall be entitled to be elected as District Governor or First or Second Vice District Governors unless:-

7.2.1 That member is qualified in accordance with the provision of the Constitution of the Association.

7.2.2 That member is nominated by the members Club and such nomination is certified in writing by the President or Secretary of that Club (or is endorsed by the majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of all such Clubs) and such certification or endorsement (as the case may be) together with the nominees written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention, or such member is nominated from the floor of the District Convention in accordance with clause 7.5.

7.2.3 The Districts Nominations Committee shall have confirmed the eligibility of the nomination.

7.2.4 A candidate for the office of District Governor shall currently be serving as First Vice District Governor within the District.

7.2.5 The qualifications for the office of First Vice District Governor are:
Be an active member in good standing of a Lions Club in the District.
Secure endorsement of his/her Club or a majority of the Clubs in the District.
Be currently serving as Second Vice District Governor.

7.2.6 The qualifications for the office of Second Vice District Governor are:
Be an active member in good standing of a Lions Club in the District.
Secure endorsement of his/her Club or a majority of the Clubs in the District.
Have served or will have served as:
(a) President of a Lions Club for a full term or major portion thereof.
(b) A member of the Board of Directors of a Club for not less than two additional years.
(c) Zone Chairman of Region Chairman or Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.

7.3 Notice

The Cabinet Secretary shall give written advice of all members nominated under this Article to each Club in the District and to the Multiple District.201 Council Office at least thirty (30) days prior to opening of the District Convention.

7.4 Speeches

At any Convention where an election is to be held a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the candidate.

The nominating speech shall not exceed four (4) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses.

A candidates speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

7.5 No Nomination

Should no proper nomination have been made under clause 7.2 then:-

7.5.1 Nominations shall be sought from the floor from the Delegates at the Convention.

7.5.2 Such nominations must be made at a time designated on the programme for that purpose on behalf of members suitably qualified and who shall have signified their willingness to stand for an election.

7.6 No Contest

Where only one eligible candidate is nominated in accordance with the provisions of this Article then the following provisions shall apply:-

7.6.1 The District Governor shall invite the candidate to address the Convention.

7.6.2 Such candidate may elect to be introduced to the meeting by a delegate.

7.6.3 If the candidate and/or the delegate as the case may be, addresses the meeting, the speeches shall be made in accordance with the time limits set out in clause 7.4.

7.6.4 A secret ballot shall be held on the question of whether a candidate is to be declared elected.

7.7 Lost Ballot

If such ballot is lost then :-

7.7.1 If nominations have not previously been called from the floor in accordance with clause 7.5 then nominations shall be called from the floor in accordance with clause 7.5.

7.7.2 If nominations have previously been called from the floor in accordance with clause 6.5 then the position shall be filled in the same manner as if no nominations had been received.

7.8 Withdrawal of First Vice and/or Second Vice District Governors

7.8.1 In the event of a vacancy in the office of First Vice District Governor the serving Second Vice District Governor shall assume that office

If the vacancy cannot be filled by the Second Vice District Governor, it shall be filled in like manner to vacancy in the office of Second Vice District Governor.

In the event of a vacancy in the office of Second Vice District Governor, the District Governor shall convene a meeting of the existing Cabinet members and Past District Governors in good standing in the District, to endorse the nomination of an eligible candidate for that office.

7.8.2 The meeting is to be held within sixty (60) days from the receipt of the official notification of the withdrawal in writing. All members of the District Cabinet and the Past District Governors are to be notified by letter or electronic mail of that meeting.

7.8.3 All clubs within the District are to be advised by letter of the withdrawal within fourteen (14) days of the receipt of the notification, which will include the qualifications required for a replacement Vice District Governor, and a request that any eligible candidate nominating for this position be advised in writing to the Cabinet Secretary within thirty (30) days of the receipt by the club of the notification of the said withdrawal.

7.9 Tied Vote

In the event of the result of an election for District Governor or Vice District Governor being of an equal number of votes, the District Governor will order a recount of the votes cast. If, after the recount, the votes to the candidates remains equal, the result shall be resolved by the drawing of lots as determined by the District Governor.

7.10 **Results of Elections**

The results of any election for District Governor and First and Second Vice District Governors shall be distributed to all clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

ARTICLE 8: DUTIES AND POWERS OF OFFICERS

The duties and powers of all Officers in this District shall be in accordance with the By-Laws of the Association.

8.1 **District Governor not Available**

If the District Governor is not available or unable to carry out the duties pursuant to the By-Laws of the Association then the First Vice District Governor shall fulfil those duties until such time as the District Governor is again able to carry out such duties.

8.2 The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an administrative assistant to the District Governor to further the purposes of the Association as laid down in the Lions Clubs International By-Laws.

ARTICLE 9: FINANCES

9.1 **Fees**

Each Club shall pay to the Cabinet Treasurer, to defray District Administrative costs, such fee per member per annum as shall be determined by the delegates at a District Convention.

9.2 **Due for Payment**

The amount shall be due and payable in two (2) semi annual payments as follows:-

8.2.1 One half thereof on the 10th.day of August of each year to cover the period from the 1st.of July to the 31st.of December.

8.2.2 One half thereof on the 10th.day of February of each year to cover the period from the 1st.of January to the 30th.of June.

9.3 **Fee Base**

The fee shall be based on the membership of each Club as at the 1st.of July and the 1st.of January respectively.

Should a member of a Club die during the month July or January, a Semi-Annual billing in respect to that deceased member shall be waived.

9.4 **Fees Increase**

Where a District Convention has determined prior to the 31st.of December in any financial year that the fee per member shall be increased for the financial year, the amount of the increase shall become due and payable on the following 10th.of February in addition to the Semi-Annual payment.

9.5 New Clubs

Newly formed Clubs will be liable for fees from the 1st. of July or the 1st.of January, which first occurs after the date appearing on the Charter.

9.5.1. Re-organised Clubs will be liable for fees after the 1st.of July or the 1st.of January which first occurs after the date of reorganisation.

9.6 Levy Late Payment

A levy of ten percent (10%) may be added to the District Dues if accounts are not paid by the stipulated date. Such action is to be taken on a recommendation by the Cabinet Treasurer for discussion and, if appropriate a decision by the District Cabinet.

9.7 District Fund

District Fees shall become and remain a District Fund and subject to this Constitution shall be dispersed only for District Administration Expenses approved by District Cabinet.

9.8 Convention Fund

Out of the District Fund, sufficient monies, up to \$3 per member per year shall be paid into the District Convention Fund to defray all District costs of the District Convention for purposes other than hospitality costs.

9.9 Surplus Convention Funds

Any Surplus Funds held by the Convention Organising Committee at the conclusion of a District Convention shall be returned to the Cabinet Treasurer and shall be credited to the District Convention Fund. Any deficit shall be dealt with as the District Cabinet shall determine.

9.10 Cabinet Authority

Further amounts as District Cabinet may from time to time determine shall be paid from the membership fees collected into any other Administration Fund established by the District Cabinet or by a District Convention.

9.11 Audit Requirement

Prior to August in each year there shall be an Audit of all books and accounts of the District.

The Cabinet shall appoint an Auditor who must be a registered Company Auditor or a member of The Australian Society of Accountants or of The Institute of Chartered Accountants.

9.12 Multiple District Fees

All fees payable from time to time to the Multiple District by any club within the District shall be collected by the Cabinet Treasurer and forwarded to the M.D.201 Council Office.

9.13 Activities Fund

Funds raised as a result of Activities undertaken by Lions Clubs within the District and received by the District shall, unless raised for a specific purpose which was advised at the commencement of the Activity, be distributed in such

amounts as determined by a District Convention or by the District Cabinet and shall not be used for Administrative purposes.

9.14 Balance End of Year

Any balance of District Funds at the close of any financial year shall be used at the discretion of the incoming District Cabinet.

9.15 Cabinet Treasurer Duties

The Cabinet Treasurer shall carry out such duties relating to finance and accounts as the District Governor may determine. The books and accounts must be available at all times to the District Governor and the Auditor appointed by the District Cabinet. The Cabinet Treasurer shall be re-imbursed for any approved expenses.

9.16 Fidelity

An Insurance Policy to provide Fidelity Funding for the Cabinet Secretary and Cabinet Treasurer shall be effected at the expense of the District.

9.17 Financial Year Definition

The Financial Year of the District shall commence on the 1st. of July and end on the 30th. of June each year.

9.18 Cheques

All cheques and other negotiable instruments drawn by the District shall be signed, endorsed or otherwise executed by two (2) members of the Cabinet nominated by the Cabinet for such purpose or failing such nomination by the Cabinet Treasurer and either the District Governor or the Cabinet Secretary.

ARTICLE 10: DISTRICT CONVENTION

10.1 Requirement

The District shall hold a Convention each financial year which shall be the Annual General Meeting of the District to be held no later than the last weekend in October.

10.2 General Meeting

The District shall hold only One (1) General Meeting in each year and that shall be the District Convention.

10.3 Host Club

The Host Club and city or town where a Convention is to be held shall be determined by the Convention which is the second annual Convention before the Convention in respect of which the application for decision is being made. Provided, however, that the Convention may determine to hold a Convention conjointly with the Convention with one or more other Districts (hereinafter called a "Combined Convention").

10.4 Combined Convention

In the event that the Convention determines to hold a Combined Convention, clause 10.7 and 10.8 shall not apply to such Combined Conventions.

10.5 **Combined Convention Steering Committee**

The date, premises, time, programme and other phases of the Combined Convention and the Convention arrangements of a Combined Convention shall be determined by a Steering Committee.

The composition of the Steering Committee shall be determined by the District Governor in office at the time that it is determined that a Combined Convention be held.

The District Governor or any succeeding District Governor may alter the composition of the Steering Committee.

10.6 **Combined Convention Host Club**

Any person or Club proposing that a Combined Convention be held (hereinafter called "Proposer") and any Club desiring to be a Host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision will be made.

Each such application will set out the particulars of the proposal including the suggested date and the Proposers or Clubs reasons for considering the same to be suitable.

The Cabinet Secretary shall give written advice of the Club or Clubs nominating and any proposal for a Combined Convention to each Club in the District at least thirty (30) days prior to the opening of the Convention at which the decision will be made.

Each Club nominating and each Proposer shall present at the Convention a speech, by one of its officers or members, or other presentation not exceeding five (5) minutes indicating the proposal.

10.7 **No Nomination**

If No Nomination is submitted at the Convention in accordance with clause 9 or if the Convention should not accept any nomination duly made, then the District Governor (in office at the time when the decision would normally be made pursuant to clause 10.3 hereof) shall determine either the Host Club or city, town or towns where the Convention shall be held or shall determine that a Combined Convention be held.

10.8 **Date and Venue**

The date, premises and other phases (including budgetary matters) of a Convention, other than a Combined Convention, shall be determined by the District Governor in office at the time when the Host Club and city, town or towns where the Convention is to be held is determined or when any decision relating to such Convention is required to be made. Such decisions may be altered by the District Governor for the time being. The District Governor in office shall determine the time and programme for a Convention.

10.9 **Control of Programme**

The District Governor shall preside, control and supervise all Convention arrangements including the programme and times of the Business sessions.

10.10 Organising Committee

The District Governor shall appoint a District Convention Organising Committee and may appoint any other Convention or Convention related Committees.

The District Governor may appoint a Chairman of all such Committees and designate the duties of such Chairman and may remove or replace any person so appointed.

10.11 Delegates

The Delegates at each Convention shall be determined in accordance with the provision of the Constitution of the Association.

10.12 Past District Governors

Each Past District Governor who is a member of a Club within the District shall be a Delegate of the Convention with full rights as such independent of any ordinary Club quota of that Past District Governors Club.

10.13 Returning Officer

The Constitution and By-Laws Chairman shall be the Returning Officer for the Convention.

10.13.1 The Returning Officer shall be responsible for overseeing elections that take place at the Convention.

ARTICLE 11: DISTRICT CONVENTION EXPENSES

11.1 Authority to Incur

The Convention Organising Committee, subject to directions from the District Governor or the District Cabinet, shall be authorised to incur such expenses as are incidental to the running of the Convention.

11.2 Hospitality Fee

A Hospitality Fee, the amount of which shall be recommended by the Convention Organising Committee and approved by the District Governor and District Cabinet shall be collected from each person who applies to attend each Convention.

This fee will be collected by the Convention Organising Committee and used to meet Hospitality expenses exclusively.

The Convention Organising Committee may make such refunds of Hospitality Fees as it shall think fair and proper subject to any direction from the District Governor.

11.3 Accounts

The Convention Organising Committee shall submit financial statements of the Convention for audit within ninety (90) days of the close of the Convention,

such audit to be carried out by an auditor, qualified as set out in clause 9.11 hereof.

Promptly on completion of the audit, a copy of the audited statements shall be submitted to the District Governor and as soon as practicable to the Clubs in the District.

ARTICLE 12: CONVENTION MOTIONS

12.1 Motions

Subject to 12.5 and 12.7 the only Motions to be considered at a Convention shall be those which have been vetted by the Constitution and By-Laws Chairman.

12.1.1 These Motions must have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which has been signed by the Clubs President or Secretary, or,

12.1.2 Have been submitted by the District Cabinet no less than sixty (60) days prior to the date of the opening of the Convention. PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any Motion to establish a District Project.

12.2 District Project Motions

Any Motion relating to a District Project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such Motions must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.

12.3 Explanatory Notes

Further to clause 12.2 all Convention Motions must be accompanied by an explanatory note and/or preamble setting out the reasons for the Motion.

12.4 Notice to Clubs

The Cabinet Secretary shall advise all Clubs within the District of all Motions to be placed before the Convention, and any information submitted on a Motion relating to a District Project, at least thirty (30) days, or in the case of Motions to establish a District Project at least forty five (45) days, prior to the opening of the Convention.

12.5 Late Notices of Motion

Notwithstanding any of the provisions of this Article 12 a Motion, except any Motions concerning the adoption of a project or fund raising activity of any nature, may be considered by the Convention as a Late Notice of Motion provided that :-

12.5.1 It arises as a result of a debate or action taken at the Convention relating to a Motion received in time, or,

12.5.2 It arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum, or,

12.5.3 It arises out of a happening or event occurring between the due date for lodgement of Motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion, and,

12.5.4 At least two thirds of the Delegates present and voting support the admission of such a Motion to the Convention Programme or agenda, and,

12.5.5 The Late Notice of Motion is supported by a written submission signed by the President on behalf of the Presidents Club or by the District Governor.

12.6 **Voting**

A vote on any question can be cast only by a Delegate present, which for the purposes of this clause include Alternate Delegates acting as Delegates:-

12.6.1 A District Officer (being a member of the District Governor's Cabinet, who is not a delegate), shall be entitled to move or second or speak to a motion or an amendment but shall not be entitled to vote.

12.7 **Formal Motions**

Clause 12.1,12.3, 12.4 and 12.5 shall not apply to Motions of a Formal Nature.

12.8 **Effect**

Any Motion carried at a Convention should take effect at the close of the Convention unless otherwise specified in that Motion.

12.9 **Copies of Proceedings**

A copy of the complete proceedings of the Convention shall be supplied to the Association and the District Governor in accordance with Article 7 Section 10 of the Constitution of the Association and at a cost to any Club in the District which shall request the same in writing to the Cabinet Secretary within twenty one (21) days of the close of the Convention.

12.10 **Taping of Proceedings**

As far as is practical the proceedings of the Convention shall be taped and the tapes retained for a period of three (3) years after each Convention.

12.11 **Distribution of Results**

The results of all Motions, other than Formal Motions, presented to the Convention shall be distributed to all Clubs within the District by the Cabinet Secretary within thirty (30) days of the completion of the District Convention giving details of whether the Motion was Carried, Lost or of any Amendments.

ARTICLE 13: ELECTION OF DISTRICT REPRESENTATIVES ON ANY JOINT COMMITTEE, TRUST OR FOUNDATION

13.1 **District Representatives Election**

In the case of any Foundation, Trust or continuous project conducted jointly with another District or Districts, any representatives of this District shall be elected at a prior Convention.

13.2 Vacancies

In the event of any representative being unable to continue, or ceasing to be a member in good standing in a Lions Club in good standing, the District Governor shall fill the vacancy for the remainder of the term of appointment or until the date of commencement of the next following District Convention which ever date arises first.

13.3 Eligibility

No member shall be entitled to be elected as a District Representative pursuant to this Article unless such member :-

13.3.1 Is an active member in good standing of a Lions Club in good standing in the District.

13.3.2 Is nominated by a Lions Club in the District and such nomination is certified in writing by the President or Secretary of the nominating Lions Club and that such nomination, together with the nominees written consent, is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.

13.3.3 The Districts Nominations Committee shall have confirmed the eligibility of the candidate.

13.4 No Nomination

Should no proper nomination have been made, or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from the Delegates at the Convention.

13.5 Duties

Applicants for these positions must comply with the term and conditions of the Position Statement and Person Profile available from the Cabinet Secretary.

13.6 Notice to Clubs

The Cabinet Secretary shall give written advice of the members nominated, to each Club in the District at least thirty (30) days prior to the opening of the District Convention.

13.7 Speeches

At any District Convention where an election pursuant to this Article is to be held, a nominating speech shall be made either by a candidate or Delegate to the Convention, selected by the candidate, provided that there shall be only one (1) speech by or for or on behalf of the candidate. The nominating speech shall not exceed four (4) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

13.8 No Contest

Where only one eligible candidate is nominated in accordance with the provisions of this Article the Delegates at such Convention shall have the right to vote on a single nomination.

13.9 Reporting Requirements

13.9.1 Any representative(s), elected or appointed by this District to any Foundation, Trust or continuing project conducted jointly with another

District or Districts shall be required to submit a written report to be issued to the Delegates at the Annual District Convention.

13.9.2 Further, a written up to date report shall be prepared by the representative(s) and be presented to the members of District Cabinet at each Cabinet Meeting.

13.9.3 Reports should outline all major activities of the Foundation, Trust or Project, in which they are involved, since the previous report. The report should cover all matters likely to be of interest to Lions members in relation to that Foundation, Trust or Project. Where there are matters of a confidential matter that are not suitable to be distributed, the representative(s) will brief the District Governor fully on a regular basis.

13.10 Result of Election to Clubs

The results for any election for District Representative(s) on any Foundation, Trust or Project shall be distributed to all Clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

ARTICLE 14: SUSPENSION OR CANCELLATION OF CLUB CHARTER

14.1 Suspension

Where the Charter of any Club within the District is cancelled by the Association, the property of the Club including all monies standing to its credit at any bank and all other funds shall forthwith vest in the District Governor who may on behalf of this District receive all property, monies and funds and give all necessary receipts and discharges to any person or persons or Corporation for the time being holding such property, monies or funds. The District may, if approved by District Cabinet satisfy any liabilities of such Club and dispose of a net asset of the Club, if any, for the benefit of the District and the area in which the Club is situated subject nevertheless, to the law for the time being in force in the State or Territory in which the Club is situated.

14.2 Status Quo

In accordance with Article 3, Section 6 of the Constitution of the Association, when any Chartered Club within the District is placed in Status Quo by the Association for any period, the District Governor may instruct that Club's bankers to suspend all operations on the Club's Bank account(s) and during such period no monies may be withdrawn from the Club's account(s) without the written consent of the District Governor.

ARTICLE 15: DISSOLUTION

15.1 Upon the dissolution of this District either by the agreement of the District in accordance with a resolution carried at a District Convention by a two thirds majority of Delegates voting thereon or by the decision of the Association, the property and assets of the District shall vest in such other Lions Clubs or Lions Districts and in such proportions as such resolution may provide, or the Association (or in default the Council of the Multiple District in which the

District is situated) shall determine, provided that all such funds shall be applied to charitable purposes within the meaning of the law of the State or Territory in which the majority of the Clubs in the District are located or to another Lions Club or Clubs or Lions District constituted principally within that State or Territory.

Funds held by the dissolved District for a particular purpose shall be applied to a purpose as close as is practical to that purpose.

ARTICLE 16: AMENDMENTS

15.1 Voting

This Constitution may be amended only at a District Convention by a resolution adopted by the affirmative vote of two thirds of the votes cast on such motion.

16.2 Notice

Article 12 shall apply to any notice of any motion to amend this Constitution.

16.3 Effect

Each amendment shall take effect at the close of the Convention at which it was adopted unless otherwise specified in the amendment.

ARTICLE 17: BY-LAWS AND POLICY MINUTES

17.1 Subject to the Constitution of the Association and its By-Laws and to this Constitution, the District Convention shall have the power to make such By-Laws as it shall deem necessary with respect to the conduct and administration of the District with the power to amend or repeal the same from time to time.

17.2 Article 12 shall apply to any motion to amend or repeal a By-Law in the Constitution

17.3 Subject to the Constitution of the Association and its By-Laws and to this Constitution the District Cabinet shall have the power to make such Policy Minutes as it shall deem necessary with respect to the conduct and administration of the District and for the purpose of carrying out its duties. It may repeal or amend such Policy Minutes at any time. A copy of the Policy Minutes made or amendments to such shall be sent to all Clubs.

ARTICLE 18: POWER TO DISTRIBUTE FUNDS

18.1 The income and property of the District however derived, shall be applied solely towards the promotion of the Object of the District and no portion thereof shall be paid or transferred directly or indirectly by the way of a dividend, bonus or otherwise however by way of profit to any Club or Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or servant of the District or to any Lions members in return for any services actually rendered to the District or the payment of interest on any monies borrowed by the District from a Club or Lions member (not exceeding the rate for the time being paid on a term deposit of ten thousand dollars (\$10,000) for one month by the District's bank) or repayment of the out of pocket expenses of any Officer of the District.

ARTICLE 19: PRECEDENCE

19.1 The provisions of the Constitution and By-Laws of the Association shall take precedence over the provisions of this Constitution, and the provisions of this Constitution shall take precedence over the provisions of the Constitution and By-Laws of Lions Clubs within the District.

ARTICLE 20: MEETING PROCEDURE

20.1 Unless otherwise provided by this Constitution and By- Laws, or by any rules adopted for the conduct of a meeting, all questions of order and procedure with respect to any meeting of the District Cabinet, or the District Convention shall be determined in accordance with " Joske's Law and Procedure at Meetings in Australia" as revised from time to time.



Lions Clubs International



District 201C1

lionsaustralia

Australia, Papua New Guinea, Norfolk Island

By-Laws

Revised August 2014

LIONS CLUBS INTERNATIONAL DISTRICT 201 C1

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LIONS CLUBS INTERNATIONAL DISTRICT 201-C1 INC.

BY-LAWS

BY-LAW 1: DISTRICT FINANCE

1.1 Bank Accounts

The Cabinet shall be empowered to establish bank accounts in the name of **Lions Clubs International District 201-C1 Inc.** The appointment of banking facilities shall be at the direction and determination of the District Governor.

1.2 Payments

The Cabinet Treasurer shall submit lists of all payments made since the last Cabinet Meeting, and those due for payment, to each Cabinet Meeting for ratification.

1.3 Investments

The Cabinet Treasurer, after consultation with the District Governor, may invest any surplus funds in financial institutions approved by the District Cabinet in order to gain the best rate of interest available.

1.4 Appointment of Auditor

Unless District Cabinet determines otherwise the Auditor shall be appointed at the first Cabinet Meeting in each year.

1.5 Financial Statements

The Cabinet shall forward a copy of the Audited District Accounts to all Clubs in the District as soon as possible after the 30th of June each year.

1.6 Annual District Dues

The Club Members Dues for District 201-C1 shall be \$32.00 per member. These dues shall be collected as specified in Article 9 of the District 201-C1 Constitution.

BY-LAW 2: CLUB AND DISTRICT EDUCATION FUND

2.1 Funding

One Dollar (\$1) per member shall be paid from District Dues and is to be included in the January Semi-Annual Dues.

2.1.1 Subject to the approval by the District Governor, expenses incurred in organising and conducting Club and District Officer Leadership, Training and Information Seminars may be paid from this fund.

2.1.2 Allowable expenses incurred in organising and conducting Club and District Officer Leadership, Training and Information Seminars shall be confined to travelling expenses, accommodation (where necessary), compilation of distributed material and supply of display matter.

2.1.3 Subject to the approval of District Cabinet, an economy airfare for the Incoming Vice District Governor to attend a Senior Leadership Institute, as arranged by Lions Clubs International, may be paid once a year from this fund.

In the event that there be any fares equalisation available, this will be paid to District 201C1.

BY-LAW 3: MEMBERSHIP GROWTH FUND

3.1 Funding and Disbursement

3.1.1 One Dollar (\$1) per member shall be paid from District Dues and is to be included in the July Semi-Annual Dues.

3.1.2 Club Extensions within the District may be financially assisted up to an amount of One Thousand Dollars (\$1,000) to the District, Club or Clubs for expenses incurred in the Formation of a New Club.

3.1.3 An amount of up to Two Hundred Dollars (\$200) to financially assist a Club for expenses incurred in conducting a Club Membership Growth Programme.

3.1.4 An application for funds, subject to availability, is to be supported by a detailed budget of the proposed expenditure and is to be approved by District Cabinet.

BY-LAW 4: DISTRICT OFFICERS REIMBURSEMENT FUND

4.1 Funding

Two Dollars (\$2) per member shall be paid from District Dues and is to be included in the July Semi-Annual Dues.

4.2 District Governor Reimbursement

The District Governor shall be reimbursed for travelling and accommodation expenses necessarily incurred by the District Governor and Partner on invited attendance at Club Handover Functions. Such reimbursement shall be in line with the Multiple District 201 Rules of Audit, but shall not exceed a total amount of Seven Hundred and Fifty Dollars (\$750).

4.3 Balance of Fund

The District Governor shall be empowered to allocate the balance of the fund to the District Officers for expenses incurred in carrying out their duties, subject to the appropriate expense form being completed and submitted for approval.

4.4 LCI Convention Travel Expenses for District Governor's Partner

The District Cabinet may approve the reimbursement to the District Governor of the travelling expenses necessarily incurred by the District Governor for his or her partner to attend the Lions International Convention immediately prior to the commencement of the District Governor's term of office. Such reimbursement shall be limited to the cost of a return economy airfare from Adelaide to the convention city less any reimbursement received from LCI and shall be in line with Multiple District 201 Rules of Audit.

BY-LAW 5: DISTRICT ASSET RESERVE FUND

5.1 Funding

One Dollar (\$1) per member shall be paid from District Dues and is to be included in the January Semi-Annual Dues.

5.2 Purchase of Equipment

Funds obtained for this purpose shall be used to purchase any equipment, electronic or otherwise, required to satisfy the needs of the District and to repair or maintain this equipment.

BY-LAW 6: ELECTIONEERING

6.1 Electioneering Material General

All candidates from the District seeking election to, or who have been nominated for, an election to the office of District Governor or Vice District Governor shall comply with the following conditions:-

6.1.1 Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but may be printed on one or both sides thereof, and may contain a statement of facts on the candidate's history, family and professional or business background, with a brief statement from the nominating Club. If desired, a current photograph of the candidate may be reproduced on the sheet, which may also include a statement by the candidate on policies for the term of office

6.1.2 The colour shall be black or in colour on white paper

6.1.3 The proposed electioneering material shall be submitted in advance to the District Nominations Committee with a certificate from the President and/or Secretary of the nominees Club, which they believe that the information contained therein, is correct. Such material shall not be distributed until the Nominations Committee certifies, to the best of their knowledge and the information available to them, such material is correct. Such certification shall be given or refused within fourteen (14) days of the material being submitted to the Cabinet Secretary.

6.1.4 The electioneering material as defined in paragraphs (1.1), (1.2) and (1.3) above, may be distributed by the candidate but only once, and in any event not within fourteen (14) days prior to the date of the election to each Club Secretary and/or President and/or District Officer and/or District Chairman, except that one copy of such electioneering material may be inserted prior to the District Convention in the satchel or folder handed to each Delegate attending such Convention. No other electioneering material shall be distributed or handed out or published at a District Convention.

6.1.5 Organised functions, receptions, giveaways and other similar promotions in support of the nomination of any candidate shall not be permitted.

6.1.6 No electioneering material shall be published or distributed by individual members or Clubs, endorsing, sponsoring or supporting any candidate for election as District Governor or Vice District Governor.

6.1.7 Except as is constitutionally permitted no candidate nominated for election to the office of District Governor or Vice District Governor shall be projected at the District Convention at which such election is to be held.

6.1.8 Should a candidate nominated for any election be a Cabinet Officer or hold a prominent position on the District Convention Organising Committee then the election shall be the first item of business conducted on the first full day business session.

6.2 Electioneering Material Detail

A candidate for an election to a Foundation, Trust or other continuous projects may submit a profile of history, family and professional or business background containing not more than five hundred (500) words on paper not exceeding A4 size for distribution to all Clubs by the Cabinet Secretary and to delegates at a Convention.

6.2.1 Subject to this, no formal communications shall be made by, or on behalf of a candidate.

6.3 Policing of Conditions

The policing of the above conditions shall be the responsibility of all Lion Members, who shall report any breach of same to the Cabinet Secretary, for communication to the District Governor and the District Nominations Committee who will be responsible for investigation and verification of any said breach. Upon a receipt of a written report from the Nominations Committee confirming full details of the said breach, the District Governor shall advise the candidate concerned as soon as possible and submit the report of the Nominations Committee to delegates at the Convention at some suitable time in advance of the nominating speech prior to that election.

6.4 Counting and Scrutineers

The District Governor shall appoint at least two (2) Officers who shall not be a proposer, seconder or any speaker in support of a candidate to collect and count the ballot papers at any election held at or in conjunction with a District Convention.

6.4.1 Each candidate in an election may appoint a scrutineer who shall not be a proposer, seconder or any speaker in support of a candidate, to be present when the ballot papers are collated and counted and to inspect any records made or kept by the Cabinet Secretary or other Officer related to the issue of the ballot papers.

6.4.2 A scrutineer shall not participate in the counting of votes but shall be entitled to inspect all doubtful or informal votes and make short representations to the vote counters thereon.

6.4.3 The issue of ballot papers to delegates shall be under the control of the Cabinet Secretary, who shall not appear as a proposer, seconder or speaker in support of a candidate, and the Assistant Cabinet Secretary and/or other Officers in accordance with such procedures as may be determined from time to time by the District Governor.

6.4.4 In accordance with the District Constitution Article 6.1 the result of the poll for any office will include the number of delegates registered and votes cast, and will be announced to the Convention by the District Governor as soon as appropriate.



Lions Clubs International



District 201C1

lionsaustralia

Australia, Papua New Guinea, Norfolk Island

Policy Minutes

Revised August 2014

LIONS CLUBS INTERNATIONAL DISTRICT 201 C1

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LIONS CLUBS INTERNATIONAL DISTRICT 201 C1 Inc.

POLICY MINUTES

POLICY MINUTE 1: CABINET MEETINGS

1.1 **Venue**

The venue is to be determined by the District Governor.

1.2 **Hosting Arrangements**

The District Governor will select a Club to be responsible for arranging a venue, catering and other facilities for the Cabinet Meeting.

1.3 **Attendance of Non Cabinet Members**

The attendance of non-Cabinet members shall be left to the discretion of the District Governor.

1.4 **Convention Organising Committee**

The Chairman of the District Convention Organising Committee will be a member of the District Cabinet and will attend the Cabinet Meetings, submit written reports and be available to answer questions.

1.5 **Minutes of Cabinet Meetings**

A copy of all minutes recorded at Cabinet Meetings will be forwarded, if requested by them, to the Past District Governors who are members of Clubs in District 201 C1.

POLICY MINUTE 2: DISTRICT GOVERNORS BANNERETTES AND BADGES

The cost of the supply, to an amount of Two Thousand Five Hundred Dollars (\$2500), for Bannerettes and Badges also the supply of Twenty (20) District Badges is to be submitted to the third Cabinet Meeting in each year, for approval in accordance with the District Administration Budget prior to taking office.

POLICY MINUTE 3: CABINET SECRETARY IMPREST ACCOUNT

3.1 That District 201 C1 have an imprest account to be available for use by the Cabinet Secretary.

3.2 That this account be to a maximum of One Thousand Dollars (\$1,000).

3.3 That reimbursement by the Cabinet Treasurer be effected when the funds within this account fall to Five Hundred Dollars (\$500) or below.

3.4 That payment from this account be allowed for legitimate expenses incurred by the Cabinet Secretary.

3.5 Those transactions made by this account are subject to annual audit.

POLICY MINUTE 4: PURCHASE OF EQUIPMENT BY DISTRICT

The purchase of any equipment must not proceed without the prior approval of District Cabinet.

- 4.1 Any item of equipment to be purchased at a cost in excess of Five Hundred Dollars (\$500) must be supported by three (3) written quotes and be presented to a Cabinet Meeting for approval before proceeding.

POLICY MINUTE 5: DISTRICT HANDOVER

5.1 Date

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

5.2 Officer Attendance at Club Handovers

The retiring District Officers shall be entitled to attend Club Handovers in an official capacity.

- 5.2.1 An invitation and details of the District Handover Function shall be sent to all Past District Governors who are members of a Club within District 201 C1.

5.3 District Handover Function

- 5.3.1 The retiring District Governor shall appoint the Host Club for the function.
- 5.3.2 The retiring District Governor and District Governor Elect shall decide on the date for the Handover.
- 5.3.3 The retiring District Governor shall approve the venue, programme, official guest list and other details of the function.
- 5.3.4 The District shall also pay for the attendance of the retiring District Governor and Partner, the incoming District Governor and Partner, and the retiring Cabinet Secretary and Partner. The District shall also pay for the attendance of the retiring Cabinet Treasurer, the retiring Constitution and By-Laws Chairman and the retiring Assistant Cabinet Secretary, but not their Partners. This cost will not include travelling and accommodation expenses.
- 5.3.5 The retiring District Governor of District 201 C2 and Partner shall be included as official guests at the expense of the District.
- 5.3.6 The Host Club for the District Handover Function shall, within ninety (90) days of the functions conclusion, present an itemised financial statement to the District Cabinet, and pay any surplus to the Cabinet Treasurer for inclusion into the District Administration Account.

POLICY MINUTE 6: RETIRING AND PAST DISTRICT GOVERNORS

6.1 Gift to Retiring District Governor

The Cabinet Secretary shall be empowered to purchase a suitable gift or inscribed plaque for the retiring District Governor to the value of Five Hundred Dollars (\$500) for presentation at the District Handover Function.

6.2 Past District Governors Lapel Button

The Cabinet Secretary shall purchase from District Funds a B-14-J PDG lapel badge for the retiring District Governor.

POLICY MINUTE 7: EXPENSES AT MULTIPLE DISTRICT COUNCIL MEETINGS AND MULTIPLE DISTRICT CONVENTIONS

7.1 District Governors Expenses

If the allowance from Lions Clubs International for the District Governor to attend Multiple District Council Meetings is insufficient, to cover these expenses, the balance shall be reimbursed by the District.

7.2 Other Officers Attending M.D. Council Meetings

The District Governor shall determine whether to be accompanied at Multiple District Council Meetings by the Cabinet Secretary. If the Cabinet Secretary accompanies the District Governor to these meetings this Officers expenses shall be reimbursed for attending Council Meetings held in Australia.

7.3 Attendance at Cabinet Secretary Training Schools

The Cabinet Secretary and Cabinet Secretary Designate shall be reimbursed for attendance at the following schools organised by the Multiple District:-

7.3.1 The Cabinet Secretary to attend the training schools or meetings as determined by the Multiple District Council.

7.3.2 The Cabinet Secretary Designate to attend the training schools as determined by the Multiple District Council.

7.4 Expenses of the District Governor Elect

The District Governor shall be accompanied to the third and fourth Multiple District Council Meetings in each year by the District Governor Elect and that Officers expenses shall be reimbursed from the District.

7.5 Visits by International Officers

In the event of a visit to Australia by the International President, Immediate Past International President or any International Vice President, the District Governor shall be reimbursed for the costs of travelling to the nearest point of such a visit, including accommodation costs, with the approval of District Cabinet.

7.6 **Attendance at Multiple District Conventions**

The costs of the District Governor, the District Governor Elect and their Partners travelling to and attending a Multiple District Convention shall be met (Subject to any refunds from Lions Clubs International) from District Funds, as will also the cost of the Cabinet Secretary and Cabinet Secretary Designate or Designated Officer but not including their Partners.

7.6.1 The costs associated with this Policy Minute shall be confined to the following functions, Informal Reception, Home Hospitality, District Banquet, Convention Ball, Convention Breakfasts or comparable events.

7.6.2 The costs for transport to the Convention City should be confined to the most reasonable available Economy or Discount Air Fares or other means of transport, not exceeding the Multiple District 201 Rules of Audit.

7.6.3 That District allocates funds for the DG's reception for District attendee's at a Multiple District Convention.

7.6.4 The length of accommodation necessary for the Cabinet Secretary at the M.D. Convention, as determined by the M.D. shall be paid at a rate not exceeding the M.D. Rules of Audit.

7.7 **Reimbursement**

Any reimbursement relating to this Policy Minute shall be paid from the District Administration Account in accordance with the Multiple District 201 Rules of Audit.

POLICY MINUTE 8: DISTRICT CONVENTION

8.1 **Fund Raising Activities**

Clubs are not permitted to promote their own fund raising activities at a District Convention without the approval of the District Governor and the Convention Organising Committee Chairman.

8.2 **Recording of Proceedings**

The Organising Committee shall liaise with the Cabinet Secretary in respect to the recording requirements and procedures. A dual recording is required.

8.3 **Hospitality Books**

The cost of supplying Hospitality Books for the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary, Assistant Cabinet Secretary (if any), Cabinet Treasurer, Constitution and By-Laws Chairman and their Partners shall be paid from District Funds.

8.3.1 The Hospitality Book items covered by this Policy Minute shall be confined to the following functions, Informal Reception, Convention Banquet and Convention Luncheons or comparable events.

8.3.2 Before publishing or distributing any details or prices for Hospitality Books and single functions arranged for a District Convention, the Convention Organising Committee shall prepare a fully detailed budget and supply copies to the District Governor and Cabinet Treasurer for their joint approval.

8.4 **Hospitality Cost**

The Host Club shall submit a written report to the Cabinet Secretary, to be distributed at the District Convention immediately prior to the relevant Convention, detailing the arrangements completed and including a preliminary budget covering the hospitality costs for each business or social function.

8.5 **Official Guests**

The Representative of Lions Clubs International and Multiple District 201 and their Partners shall be Official Guests of the District Convention with the costs of accommodation, meals and hospitality books paid from District Funds.

8.5.1 The panel of Guest Speakers invited to the District Convention shall be preferably selected from within South Australia and shall be provided with hospitality books with the costs paid from District Funds. However a limit of one Guest Speaker from Interstate shall be permitted and only then if District Funds are sufficient to meet the costs of accommodation, meals, hospitality book and air fares as applicable for that particular Guest Speaker.

8.5.2 Subject to clause 8.5.1 the District Governor shall be empowered to decide on the Official Guests to attend various functions.

8.5.3 The District Governor of District 201 C2 and Partner shall be invited Guests to the District Convention and the cost of their hospitality books shall be paid from District Funds.

8.6 **Expenses**

Subject to the Multiple District 201 Rules of Audit travelling and accommodation expenses for the District Governor and Partner shall be reimbursed from the District Administration Account (subject to any refunds the District Governor might receive from Lions Clubs International)

8.6.1 The accommodation expenses only for the Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Constitution & By-Laws Chairman, and Assistant Cabinet Secretary shall be calculated in accordance with the Multiple District 201 Rules of Audit.

8.6.2 Subject to clause 8.6.1 the accommodation expenses referred to shall be limited to two (2) nights only. Any extension must be approved by the District Cabinet.

8.6.3 Any reimbursements relating to this Policy Minute shall be paid from the District Administration Account in accordance with the Multiple District 201 Rules of Audit.

8.7 **Programme**

The District Governor shall fix the programme, speakers, venue and forums and notify the Convention Organising Committee.

8.8 Convention Bannerettes

The Convention Organising Committee shall submit to, and obtain the approval of, the District Governor to any design of any proposed Convention Bannerette before ordering.

8.9 Lions Shop at Convention

The Convention Organising Committee shall liaise with the District Governor before ordering the Lions Shop Supplies. When the Lions Shop is supplied at a District Convention it must be conducted in accordance with the directions as supplied by the Lions International Multiple District Office. Following the Convention the Organising Committee shall provide a separate accounting in respect of the Lions Shop to the Cabinet Treasurer.

8.10 Convention Committee and Cabinet Treasurer

8.10.1. The Cabinet Treasurer shall be a full member of the Convention Organising Committee and shall liaise with District Cabinet on all financial matters affecting Conventions.

8.10.2 Subject to the provisions of article 10 (District Convention Expenses), the Convention Committee shall liaise regularly with the Cabinet Treasurer, on all financial matters pertinent to the Convention.

8.11 District Convention Advance Funds

8.11.1 A sum of up to One Thousand Five Hundred Dollars (\$1,500.00) is made available from the District Administration Account to the District Convention Organizing Committee as advance funds for Convention Expenses.

8.11.2 This amount is to be shown as income on the Convention Budget and as an item of expenditure on the Convention Financial Statement for repayment to the District.

8.11.3 A second advance of up to \$1,500 can be made on request subject to Executive approval and later, Cabinet endorsement.

8.12 Hospitality Book Refunds

An amount of One Dollar (\$1) shall be added to the cost of the District Convention Hospitality Book and kept in a separate fund for each Convention. This fund may then be used to make refunds to members who have paid for their Hospitality Books but have been unable to attend the Convention due to a medically certified sickness or bereavement in the member's immediate family. All refunds must be approved by District Cabinet or by an Executive Committee consisting of the District Governor, Cabinet Secretary and Cabinet Treasurer. Any surplus in the fund at the end of each year shall be paid into the District Administration Account.

8.13 Liquid Refreshments

With the exception of District Banquets the cost of liquid refreshments at District Convention Functions shall not be included in the cost of the ticket for such functions. For any Banquet or Dinner arranged in the name of the District a limited quantity of liquid refreshments may be provided for honouring Official Toasts and the cost of same shall be included in the cost of the ticket.

8.14 Transport

No official carrier shall be appointed to control the transport arrangements for a District Convention unless District Cabinet approves otherwise.

POLICY MINUTE 9: DISTRICT AND MULTIPLE DISTRICT PROJECTS

- 9.1 All Clubs shall be encouraged to participate in all District, Multiple District and International Projects.
- 9.2 **Christmas Cake Project**
All Clubs shall be encouraged to take part in this Multiple District Project.
- 9.3 **Disbursement of District Proceeds**
Subject to the proviso of this Clause the District Governor or the Past District Governor as the case may be, shall be empowered to allocate the funds which the District received from the sale of Christmas Cakes during their term of office subject to the following conditions:-
- 9.3.1 That the funds must be distributed or allocated within six (6) months of the same being received by the District.
- 9.3.2 That seven and one half percent (7 1/2 %) of the total amount received shall be allocated to the Districts Activities Account.
- 9.3.3 The next 22 ½% to be allocated to the Lions Hearing Dogs Inc.
- 9.3.4 That 10% be transferred to the District Activities Account and used to reimburse District Officers for expenses incurred in connection with lions projects.
- 9.3.5 That the remainder be distributed to Lions orientated or controlled projects or accounts.
- 9.3.6 That the amounts to be distributed and the project titles be presented to Cabinet members in writing for confirmation at the first available Cabinet Meeting.
- 9.3.7 A report on the disbursement of these funds as per Clause 9.3 shall be presented to all Clubs as soon as practical after such distribution.
- 9.4 **Licola Camp**
The District Governor of this District in cooperation with the District Governor of District 201-C2 each year appoint a coordinator for the two C Districts to promote and coordinate the use of Licola Camp in Victoria and that the name and details of such coordinator be included in the Multiple District Directory in the District C1 segment.
- 9.5 **Youth of the Year Quest Finals**
The amount payable for each Club for District Dues include an amount, set by the District Cabinet at the first meeting of each Lions year, to be charged in the January billing and that the amount received be used to fund the Zone, Region, District and State Final and the Multiple District entry fee of the Youth of the Year Quest.
- 9.5.1 District 201 C1 shall conduct the Youth of the Year Quest in accordance with the time frames as recommended by the Multiple District 201 Council.
- 9.5.2 The Host Club, in the C Districts, for the National Finalists Australian tour, may apply to C1 Cabinet for financial reimbursement of hosting costs, up to \$300. The reimbursement will be applied towards half the hosting costs, as the Club is expected to apply to C2 Cabinet for similar reimbursement.

9.5.3 That a budget be required in future before any payments be made by District.

9.5.4 The State Coordinator must submit an estimated Budget, for State and Multiple District expenses, to the first Cabinet Meeting of the year. In concert with District C2, District C1 will consider payment of up to 50% of the costs in line with Multiple District rules of Audit.

9.6 Youth Exchange Assistance

Costs associated with the attendance of Official Lions Youth Exchange participants, at designated District 201 C1 functions, will be paid from the District Activities Account.

9.6.1 These function costs will be limited to the District Handover, the District Governors Banquet at the District Convention and any other official District Function approved by District Cabinet.

9.6.2 That twenty (20) District Badges be allocated to the District Youth Exchange Chairman, on an annual basis, to be distributed to Youth Exchange participants.

9.7 Leo Member Assistance

Fifty percent (50%) of the costs associated with the attendance of members of any District 201 C1 Leo Club attending designated District functions will be paid from the District Activities account.

9.7.1 These functions costs will be limited to the District Handover, the District Governors Banquet at the District Convention and other official District Function approved by District Cabinet.

9.7.2 The State Leo of the Year contestant participating in the National Finals at the M.D. 201 National Convention may claim costs covering economy air fare, accommodation for three (3) nights to the equivalent of Y.H.A. room rates and all meals including the Youth of the Year dinner. The total cost of supporting the contestant will be shared equally with District 201C2 providing a maximum of \$1000.00 each year.

9.8 District Officer's Expenses

Any District Officer required to travel in excess of two hundred kilometres, one way, and/or requiring overnight accommodation in the execution of their portfolio duties, maybe reimbursed for their expenses from the District Activities Account.

9.8.1 Written application is required for reimbursement of expenses, in accordance with District 201C1 allocation of \$35.00 per night for overnight accommodation, plus 10 cents per kilometre for travel paid upon production of receipts and subject to prior approval of. the travel by the District Executive.

9.8.2 Expenses incurred by District Officers attending Cabinet Meetings are excluded from this Policy Minute.

9.9 Sponsorship of a lion (Panthera Leo) at the Royal Adelaide Zoological Society.

That District 201 C1 continues to sponsor a lion at the Adelaide Zoo, to the extent of one thousand dollars (\$1,000.00) per annum.

That each Club in District 201 C1 again be requested to pay an amount, not exceeding twenty dollars (\$20.00) per year, as set by the Cabinet Treasurer and included in the January billing to all Clubs.

That this Convention (2008) approves the sponsorship for a further three (3) year period.

9.10 Skin Cancer Screening Program

That each club in District 201C1 be requested to pay an amount of five dollars (\$5.00) per member each year, to fund an operating project known as the Lions Free Skin Cancer Screening Project, in conjunction with District 201C2. The project to operate for three (3) years from July 2014.

9.11 District LCIF Fund

That a fund named District LCIF Fund is established and that clubs be invoiced in the 2nd Semi Annual billing to donate \$1 per club member to this fund. The proceeds of this fund are to be paid to LCIF at the discretion of the District Governor.

POLICY MINUTE 10: MONTHLY MEMBERSHIP REPORT

Club MM Reports shall be mailed to the Cabinet Secretary so that they are received not later than the 21st day of each month. When the MM Report has not been received by this deadline the Cabinet Secretary be empowered to debit the Club responsible for the cost of the telephone call(s) or other communication involved in expediting said report.

10.1 MM Reports are required to be submitted from the date of the formation of a new Club.

10.2 Recorded hours should be productive activity hours but may include hours spent in planning and those worked by helpers engaged on a Lions Project.

POLICY MINUTE 11: MISCELLANEOUS

11.1 Committees

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

11.2 Correspondence

Copies of relevant letters from District Officers are to be forwarded to the District Governor, Region Chairmen (if any), Zone Chairmen and the Cabinet Secretary.

11.3 Club Bannerettes

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

11.4 Fund Raising from other Lions Clubs

Before any Club can approach any other Club in the District, in respect of a Fund Raising Project, approval must be obtained from the District Governor.

11.5 Social and Sporting Functions

All social and/or sporting functions organised for or on behalf of the District, shall be self supporting, with the exception of a District Trophy should the event so warrant.

11.6 Inter-District Negotiating

When Club or District Officers find it necessary to contact Clubs in other Districts, copies of the correspondence shall be sent to all the District Governors involved.

11.7 Incorporation of Clubs

That all Clubs in District 201 C1 shall be an Incorporated Body and that District directs all Clubs to confirm that they are currently Incorporated bodies and to further advise their Incorporation Number to District.

11.8 Charter Dinner Finances

Application forms to attend Charter Dinners shall not be accepted unless such form is accompanied by cash or a cheque. The cost of any additional functions associated with the Charter are to be shown on the invitation.

11.9 Cash Budgets

The Cabinet Treasurer will supply a sample budget to each new Club so that they can correctly forecast their financial requirements. Similar samples are to be given to the Guiding Lion for instruction (if necessary) when visiting the Club.

11.10 District Officer Information

The Retiring District Governor shall instruct all District Officers to pass on all relevant information to their successors to ensure the smooth running of the District.

11.11 District Web Site

The District will maintain a web site titled :-

<http://201c1.lionsclubs.org.au/>

Reference to that web site is to be included in all letterheads and advertising material. Members and clubs should refer to the District Privacy Policy available on that web site for further information

11.12 Annual Club Return for Magazine

Each club in the District shall complete an annual return stating the number of copies required by the club of magazines, newsletters or bulletins published by the District.

Clubs may reduce the number of copies for distribution to accommodate:-

- (1) Multiple members in a Lions family,
- (2) Those who wish to access these documents from the 201 C1 Web page.

The return form shall be sent to all clubs as a part of the District Return File sent out annually by the Cabinet Secretary.

11.13 **District Mailing**

Items in the regular District Mailing should be confined to information originated by the District Administration for distribution to clubs. The distribution, by post or email, shall include members of the District Cabinet.

The District Mailing may be used for distribution of club information, at the discretion of the District Governor or Cabinet Secretary.

11.14 **District Governor's Official Club Visit.**

That all Clubs cooperate to ensure the minimisation of travel for an incoming in District Governor by accepting a one week window for all Official Club Visits to any designated Zone within District 201 C1.

POLICY MINUTE 12: DISTRICT PROPERTY

No District Officer, including the District Governor, shall sell, give or otherwise dispose of any property of the District without prior approval of the District Cabinet.

12.1 **District Flag Set**

The District Governor may appoint a custodian of the District Flag Set who will maintain a register for usage, and arrange storage of the flags when not in use. The appointed custodians name and address to be listed as a Non-Cabinet Officer in the District Governors Organisational Booklet and the Multiple District Directory.

12.1.1 Before any issue of the District Flags, by the nominated custodian, permission must be approved by the District Governor.

12.1.2 An Application and Indemnity Form, in duplicate, must be completed by the custodian and signed by the user or hirer.

12.1.3 A refundable deposit to be paid by the user or hirer of One Hundred Dollars (\$100) for District C1 Lions Clubs, and Two Hundred Dollars (\$200) for all other organisations.

12.1.4 The custodian is to ensure that the flags of the countries represented in the Flag Set are kept up to date. A quotation for a new or altered flag or for any repairs to the Set, is to be submitted to the Cabinet prior to any expense being authorised.

12.2 **District Assets Register**

12.2.1 The District will establish an Assets Register that will contain the details of items and equipment owned by the District.

12.2.2 The Assets Register is to be maintained by the Cabinet Treasurer who will record any addition, deletions or amendments.

12.2.3 The Assets Register will be made available at each District Cabinet Meeting.

12.3 **Display of the District Banner**

The Coordinating Committee hosting any District Function in which the 201 C1 Banner is displayed will ensure that , the S1, S2 and S3 banners are displayed and if all three banners are not available at that time, that only the C1 banner be displayed.

POLICY MINUTE 13: SURRENDER OF CLUB CHARTER & CLUB PROPERTY

The property and effects of any Lions Club that surrenders their Charter becomes the property of District 201 C1 and the disbursement of the Club effects is to be approved by the District Governor. The District Governor or a Lion(s) designated by the District Governor should examine the records and correspondence of the Club and retain such records as deemed fit and forward any other items of historical importance to the Mortlock Library for safe keeping and the remainder to be disposed of.

POLICY MINUTE 14: PRINTING OF CONSTITUTION, BY-LAWS and POLICY MINUTES

PRINTING OF CONSTITUTION, BY-LAWS and POLICY MINUTES

District 201 C1 Constitution, By-Laws and Policy Minutes shall be printed on A4 size paper by such method as the District Cabinet shall from time to time determine.

14.1 Availability on District 201C1 website

The Constitution, By-Laws and Policy Minutes shall be placed on District 201C1 website in Adobe PDF format.

14.2 Issue to Cabinet Officers

A copy of the District Constitution, By-Laws and Policy Minutes shall be issued to Cabinet Officers at the commencement of each fiscal year, who don't have internet access to download it from District 201C1 website.

14.3 Changes to Constitution, By-Laws & Policy Minutes

A copy of any changes made to the District Constitution, By-Laws and Policy Minutes shall be issued to all Cabinet Officers/Lions Clubs in a loose-leaf form, suitable for inclusion in a hard cover ring binder, not later than sixty (60) days after the close of the Convention at which the alteration was effected or in the case of a change to Policy Minutes by a District Cabinet.

POLICY MINUTE 15: NOTICE OF DEATH IN NEWSPAPER

The District Governor shall, by placing a notice in the Deaths Column of the statewide morning newspaper ,bring to the attention of the public and all Lions in the passing of a Past District Governor or Partner or a serving District Officer or Partner.

POLICY MINUTE 16: RECOGNITION OF DECEASED FORMER MEMBERS

If a member resigns in good standing between District Conventions, and subsequently dies, that former member is eligible for recognition at the Memorial Service of the next District Convention.

POLICY MINUTE 17: PUBLIC OFFICER

The Constitution and By-Laws Chairman appointed by the District Governor shall be the designated Public Officer of the District.

Updated 18th July 2010

POLICY MINUTE 18: DISTRICT PRIVACY STATEMENT & POLICY**18.1 Privacy Statement & Policy**

District 201 C1 Inc. of Lions Clubs International Inc acknowledges and respects its obligations under the Privacy Act 1998 (as amended by the national Privacy Amendment {Private Sector} Act 2000) and it's associated 10 National Privacy Principles (NPPs). The District is therefore taking all reasonable steps to comply with the Act and to protect the privacy of any personal or corporate information held by it.

The District collects and holds personal information such as names, addresses, telephone numbers and the like for the primary purpose that such information was collected. This includes information required by the District in order to acquaint members with particulars of activities and projects undertaken by the District. Normally, the personal information is collected from the members concerned. It is acknowledged that members are under no obligation to provide the information, if certain information is not provided the District will not be able to fulfil its obligations. Most information is stored at the District office under the supervision of the District Cabinet Secretary.

The District takes all reasonable steps to protect the security of the personal information held by it, whether stored in electronic or hard copy form. Subject to the exceptions contained in the Act and NPPs, each member may gain access to his or her personal information held by the District. The gaining of access by any member to his or her personal information will be facilitated by contacting the Privacy Officer

18.2 Privacy Officer

The District 201 C1 Privacy Statement and Policy, approved by the District Cabinet from time to time, be distributed to all Clubs and Cabinet Officers annually.

The Cabinet Secretary of the time shall be the District 201 C1 Privacy Officer.

POLICY MINUTE 19: CLUB AUDITS

- 19.1 Each Club in the District shall appoint an Auditor at the General Meeting of the Club held to elect its office bearers (See Article IV Section 5 of the LCI Standard Club By-Laws).
- 19.2 If the Club does not appoint an Auditor in accordance with Policy Minute 19.1, the Auditor must be appointed at another General Meeting.
- 19.3 An Auditor can only be removed in the same manner as an Officer of the Club. (See Article VII Section 2 of the LCI Standard Club Constitution).
- 19.4 An Auditor must:
 - 19.4.1 Not be a member of the Club;

- 19.4.2 Not be a relative, or a relative of a spouse, of a member of the Club within the meaning of the Corporations Act;
- 19.4.3 Be independent of the Club; and
- 19.4.4 Hold appropriate qualifications and/or have sufficient experience to enable the Auditor to conduct an audit of the Club.
- 19.5 The Treasurer must deliver the Club's Books of Account to the Auditor before then end of July in each year.
- 19.6 The Auditor's report must be tabled at a General Meeting of the Club held before 1 October in each year.
- 19.7 Each club should submit to the 201C1 District Treasurer no later than 21st October in each year, a brief Auditor's Report. **Updated August 2012**

POLICY MINUTE 20: VULNERABLE PERSON PROTECTION

- 20.1 In this Policy Minute, "Vulnerable Person" means a person who is:
 - 20.1.1 Under the age of 18 years, or
 - 20.1.2 Vulnerable to physical or mental abuse by reason of age, infirmity or disability.
 - 20.2 A person, including a Lion, who may come into unsupervised contact with a Vulnerable Person in connection with a Lion's activity, must have a current Lions Police Check.
 - 20.3 A Lions Police Check remains current for 5 years from its date of issue. It is the person's responsibility for ensuring that it is renewed.
 - 20.4 A person wishing to obtain or renew a Lions Police Check shall:
 - 20.4.1 Complete an application for a National Police Certificate (NPC Application),
 - 20.4.2 Attend a Police Station, provide proof of his identity and have it endorsed on the NPC Application by a Police Officer, and
 - 20.4.3 Forward the NPC Application to the Cabinet Secretary who will insert the VOAN
 - 20.5 The application will then be forwarded to the Commissioner of Police.
 - 20.6 When the National Police Certificate is received, it must be provided to the Cabinet Secretary who will photocopy it and return the original to the person concerned.
- THE NATIONAL POLICE CERTIFICATE IS NOT TO BE PROVIDED TO THE CLUB**
- 20.7 A Lions Police Check will not be issued if the National Police Certificate reveals that the Lion has been found guilty, with or without conviction, of an offence or offences:
 - 20.7.1 Involving violence towards, or neglect of, a Vulnerable Person;
 - 20.7.2 Of a sexual nature;
 - 20.7.3 Involving the use, possession or supply of a controlled substance within the last 10 years;
 - 20.7.4 Against sections 47(1), 47B(1) or 47I(14) of the Road Traffic Act twice or more within the last 5 years (excluding a Category 1 offence); or
 - 20.7.5 Which, in the opinion of the vetting committee, are such as to render the person unsuitable to have contact with a Vulnerable Person.
 - 20.8 The Vetting Committee consists of the District Governor, Cabinet Secretary and Constitution & By-Laws Chairman.

- 20.9 A Lions Police Check may be revoked by the Vetting Committee at any time if it becomes aware that the person has been convicted or charged with an offence of the type set out in Policy Minute 20.7.
- 20.10 Before the Vetting Committee makes any decision in relation to a Lions Police Check it must first give the Lion concerned a copy any material upon which it intends to rely and a reasonable opportunity to make submissions to the Vetting Committee.
- 20.11 The decision of the Vetting Committee is final.
- 20.12 The Cabinet Secretary will maintain a register of all applications for a Lions Police Check and the results of the application.
- 20.13 If a person satisfies the requirements for a Lions Police Check, the Cabinet Secretary will issue a card to the person that records the person's name and the period for which the Lions Police Check is valid.
- 20.14 Any Lion who becomes aware of, or suspects:
 - 20.14.1 Any neglect or abuse of a Vulnerable Person by a Lion, or in connection with a Lions activity, or
 - 20.14.2 That a holder of a Lions Police Check has been convicted or charged with an offence of the type set out in Policy Minute 20.7, must immediately report the matter to the District Governor.