

LIONS CLUBS INTERNATIONAL

DISTRICT 410A

**POLICY MANUAL**

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## **LIONS DISTRICT 410A POLICY MANUAL**

**1) POLICY MANUAL:**

Article VI Section 1 of the District 410A Constitution requires that the District Cabinet "shall devise and maintain a Policy Manual in which shall be recorded, from time to time, decisions of the Cabinet."

**2) POLICY MANUAL COMMENCEMENT DATE:**

Minute reference: 2nd Cabinet Meeting 1996/97  
Item 10.3.7.4.

The Constitution Committee would maintain the Policy Manual. The Manual would only record Policy decisions taken with effect from the 1996/97 fiscal year.

**3) REGION AND ZONE CHAIRMEN EXPENSES:**

Minute reference: 2nd Cabinet meeting 1996/97  
Item 10.3.7.2.

At the beginning of the fiscal year, Region and Zone Chairmen should present budgets to Zone Meetings requesting funds to cover their costs of travelling, etc. to meetings. Lion's Clubs in that Region/Zone should contribute equally towards the fund. Region/Zone Chairmen must appoint a Club Treasurer to administer the fund, and prepare financial statements for presentation to Region/Zone Clubs and Auditors.

**4) RECOVERY OF PROJECT EXPENSES:**

Minute reference: 2nd Cabinet meeting 1996/97  
Item 10.3.7.3.

All direct costs incurred in the running of a project may be paid out of the project proceeds. Indirect determinable costs incurred by members in the running of a project may be recovered from the project proceeds. These costs must be legitimate expenses, should (if possible) be supported by invoices and may include the following: Transport/Travel expenses, Telephone, Stationery and postages. The use of a fundraising number in order to claim a percentage of the project proceeds for administration is in direct conflict with the Lions International Policy and may not be legitimately claimed or utilised as a reason for reimbursement.

5) **DISTRICT CHAIRMEN BUDGETS**

Minute reference: 2nd Cabinet meeting 1996/97

Item 10.3.7.4.

Requests for financing from District Chairmen must be submitted to the District Treasurer at least 3 weeks before the Cabinet Meeting in order for such request to be placed before the Finance Committee for consideration and to enable them to make a recommendation to Cabinet. Failure to make such timeous notification may result in no monies being disbursed.

6) **TRAVELLING EXPENSES WHEN PROMOTING PROJECTS:**

Minute reference: 2nd Cabinet meeting 1996/97

Item 10.3.4 & Item 10.5.15.

Where a Cabinet Officer uses his/her motor vehicle in the course of promoting a project, the District will only reimburse the Officer for the costs of petrol used on such trips.

(10.3.4)

Legitimate claims for Portfolio Chairmen's travelling expenses, when promoting a project, can be claimed from the Contingency Fund.

(10.5.15)

7) **CLUB BANK RECONCILIATION CONFIRMATIONS:**

Minute reference: 2nd Cabinet meeting 1996/97

Item 10.3.6.

Club Presidents, when presenting their Club Reports at Zone Meetings should add the following statement to their Report on Club Finances:

"I confirm that the cash book balances at day/month/year in both the Club's Administration and Project Accounts have been agreed/reconciled with the balances stated on the respective bank statements at that date."

8) **LATE SUBMISSION OF M & A REPORTS**

Minute reference: 3rd Cabinet meeting 1996/97

Item 10.2

It was decided that clubs would be billed for the late submission of M & A Reports which are faxed to the International office.

9) **LIONS DISTRICT CHAIRMAN FOR LEOS**

Minute Reference: 2<sup>nd</sup> Cabinet Meeting 1997/1998

Item 10.5.3

It was agreed that the District Governor Elect shall consult with the Leo District Council before appointing a Lion member to serve as the District Chairman for Leos. The appointee should be acceptable to the District Governor Elect and the Leo Council.

10) **MEMBERSHIP CERTIFICATE**

Minute Reference: 3rd Cabinet Meeting 1997/1998

Item 10.5.1.

A Certificate of Membership to be signed by all newly inducted members was approved. By signing the certificate, the new member is committed to uphold the ideals of Lionism.

11) **AREA MEMBERSHIP CHAIRMEN**

Minute Reference: 1st Cabinet Meeting 1998/1999

Items 10.5.1 and 10.5.4

It was agreed that the District Governor could appoint Area Membership Chairmen who would not have a vote on Cabinet but could attend Cabinet meetings. This office would not be a qualification for the office of Vice District Governor. The Area Membership Chairmen would be accountable to the District Membership Chairman.

12) **RAISING FUNDS FOR OUTSIDE ORGANISATIONS**

Minute Reference: 2nd Cabinet Meeting 199S/1999

Items 10.5.3 and 11

A project to raise funds for a machine for the Oncology Department of Groote Schuur Hospital was proposed. It was agreed that Lions Clubs have to raise large amounts of money for District and Multiple District Projects and should not be encouraged to take on fundraising for outside organisations

13) **MARKETING DISPLAY STAND**

Minute Reference: 2nd Cabinet Meeting 1998/1999

Item 11

It was agreed that the District would purchase a stand but it would not be hired out to the clubs.

14) **YOUTH EXCHANGE**

Minute Reference: 3rd Cabinet Meeting 1998/1999

Item 10.5.7

Revised: 1<sup>st</sup> Cabinet Meeting 2004/2005

It was decided that over the Festive Season, Youth Exchange students could stay in any Cabinet approved facility for their own account and clubs would entertain them every evening.

The Multiple District to be advised of this decision.

15) **ALPHA LEO CLUBS**

Minute Reference 4th Cabinet Meeting 1998/1999

Item 10.4.2

It was agreed to rescind any previous decision relating to Alpha Leo Clubs to enable the District Leo Chairman to investigate the possibility of chartering 2 or 3 Alpha Leo Clubs in the age group of 12 to 17. High Schools where the Quest Programme is in operation to be targeted.

The operation of the Alpha Leo Clubs would be completely separate from the Omega Leo Club and would be guided by the District Leo Chairman.

16) **REGISTER OF DROPPED MEMBERS**

Minute Reference: 2nd Cabinet Meeting 1999/2000

Item 10.4.1

It was agreed to compile a register commencing July 1998 of all Lions members whose membership was terminated because they were not in good standing.

Addition: 3<sup>rd</sup> Cabinet Meeting 2002/2003

This register will include the names of past Lions members, sentenced for serious criminal offences, or similar transgressions, whose violation's is brought to the attention of the District 410A Cabinet.

These names will also be recorded in the register, regardless of their membership status as was intimated on the Monthly Membership Report at the time of their membership conclusion. Past Lions members names so recorded will be prohibited from joining the Association under any of the membership categories, as their status would be considered in conflict with the ethics, objects and the very fibre of the constitution.

17) **APPOINTMENT OF ZONE/REGION CHAIRPERSONS**

Minute Reference: 3rd Cabinet Meeting 2008/2009

Item 10.5.1

It was agreed that outgoing Zone Chairpersons and Region Chairpersons, if the position of Region Chairperson is utilised, would recommend their respective successors to the incoming District Governor. This was in addition to the recommendations made by the clubs in the respective zones.

18) **MID-YEAR CONFERENCE**

Minute Reference: 2nd Cabinet Meeting 1999/2000

Item 10.5.1

It was agreed that each year the Immediate Past District Governor would convene the mid-year conference and that the Vice District Governor would serve as a member of the said conference committee.

19) **LOUIS VOLKS AWARDS**

Minute Reference: 1st Cabinet Meeting 2000/2001

Item 10.5.6

It was agreed that all Clubs whom pre-paid previously for Louis Volks Awards at a cost that was less than the current purchase price, and has not claimed them as yet, will have to pay the difference in cost.

Minute Reference: 1<sup>st</sup> Cabinet Meeting 2003/2004

Item 12.6.5

Only monies received by the District to cover the purchase of designated Louis Volks Awards can be allocated to the District Project of choice.

If the Louis Volks Award(s) has not been designated by the end of the next fiscal year, the contributor would forfeit any claim to do so.

20) **LCIF GRANT SPENDING**

Minute Reference: 3<sup>rd</sup> Cabinet Meeting 2001/2002

Item 10.5.6

It was agreed that all future LCIF relief purchases, to aid disaster victims, should not be made from Shoprite/Checkers, but from Pick 'n Pay Retailers, since Pick 'n Pay provides us with the food for our District 410A Food Project.

21) **PAYMENT OF DISTRICT 410A DUES**

Minute Reference: 2<sup>nd</sup> Cabinet Meeting 2004/2005

Item 10.3 – Matters arising

It was agreed the Clubs would be invoiced annually, based on their membership figure as at the 30<sup>th</sup> of June. This amount could be paid BI-annually in August and February of that fiscal year. Interest on overdue accounts from delinquent clubs would be charged at 1% per month following the payment months of August and February.

22) **DISTRICT GOVERNORS DISCRETIONARY FUND**

Minute Reference: 2<sup>nd</sup> Cabinet Meeting 2005/2006

Item 10.3 – District Governors Discretionary Fund

It was agreed the incumbent District Governor would give a full report, at the fourth Cabinet meeting, of all the money utilised from the District Governors Discretionary Fund. This short financial report would be a summary of all the expenses incurred during the past year, as was approved under Article VI, Section 6, paragraph (a) and (b) of the District 410A Constitution. It must be noted that the primary aim of this fund is to financially assist the District Governor in his/her personal expenses to govern the District and to attend the International Convention during his/her term of office. These are expenses that cannot be claimed from Lions Clubs International as sanctioned under the Rules of Audit.

23) **CHRISTMAS CAKES**

Minute Reference: 4th Cabinet Meeting 2008/2009

Item 11.7.7.4 – Christmas Cakes

Minute Reference: District 410A Oudtshoorn Convention 2009

Item 26

The following clause will be changed to read as follows:

It was agreed that Clubs selling more than 300 cases (12 per case) of Christmas cakes will not qualify for an extra incentive bonus of R1-00 per cake, even if the full account is settled by the payment date as determined by the District 410A Cabinet.

24) **CLUB DISPUTE RESOLUTION FILING FEE**

Minute Reference: 2<sup>nd</sup> Cabinet Meeting 2007/2008

Item 10.5.6 – Resolutions, Constitution and Bylaws

It was agreed the filing fee for a complaint under this procedure shall be US\$250.00, or its equivalent in the respective national currency, payable to the district by any party filing a written request with the district governor asking that the club dispute resolution takes place.

25) **PROJECT MANAGEMENT REQUIREMENTS**

Minute Reference: 4<sup>th</sup> Cabinet Meeting 2007/2008

Item 10.5.6 – Resolutions, Constitution and Bylaws

The District 410A Project Management Committees and Administration Committees are required to ensure that their respective postal and physical addresses for their respective activities, is the same as the address of the District 410A Office.

The District 410A Office Secretary will forthwith be required to accept and circulate all letters, notices, summonses, and documentation so received, whether legal or otherwise, to the incumbent District Governor and Cabinet Secretary for their urgent attention. Copies of all legal notices, summonses and letters must also be circulated to the District Chairperson, Resolutions, Constitutions and By-laws.

26) **VOTING BY E-MAIL OF FAX BY DISTRICT 410A CABINET OFFICERS:**

Minute Reference: 1<sup>st</sup> Cabinet Meeting 2008/2009

Item 10.5.6 – Resolutions, Constitution and Bylaws

It gives all the District 410A Cabinet members, however scattered they may be, an opportunity to vote on questions of great importance.

The proposed motion to be voted upon is e-mailed/faxed to every Cabinet Officer that is entitled to vote. (Member in good standing, Club in good standing) and as per the following Article VI, Section 1 incorporated in the District 410A Constitution.

***DISTRICT GOVERNOR'S CABINET***

***SECTION 1 – Composition of the District Cabinet***

*There shall be a District Cabinet in the District composed of the District Governor as its executive head and Chairman, the Immediate Past District Governor, the Vice District Governor, the Cabinet Secretary and Cabinet Treasurer, the Region Chairmen and Zone Chairmen of the District and the District Projects Chairman. Each of these officers is*

*entitled to one (1) vote on each matter submitted to the Cabinet. The District Governor may also appoint such Chairmen of Committees and other Officers, as he may deem necessary to the Cabinet. Each of these Chairmen is entitled to one (1) vote on each matter submitted to the Cabinet. The District Cabinet shall have the general management and control of the business, property and funds of the District and shall devise and maintain a Policy Manual in which shall be recorded, from time to time, decisions of the Cabinet*

The motion to be considered must have a proposer and a seconder.

Neither the proposer, nor the seconder, should be the incumbent District Governor, as the incumbent District Governor must always be seen as completely impartial in these matters. Also, the incumbent District Governor must not vote during the first round. If there is a tie in the votes, then a second round of votes can be called for. The incumbent District Governor will then have the opportunity to vote and therefore break the deadlock.

If there are any amendments, or questions, as a result of the motion, then these amendments and questions should be dealt with first.

All amendments and questions must be circulated to everybody.

Only after these are dealt with, and voted upon if so required, can the motion be considered.

You will need the permission of the original proposer and the seconder to apply any amendment to a motion.

All amendments should be approved by a majority vote. If an amendment is not approved, the amendment falls away and you go to the original motion.

You cannot have more than three amendments to a motion. If this happens, then the motion is scrapped and a new motion must be submitted for consideration.

The issue should be clear enough to enable a voter to respond with either a “yes” or a “no”.

Because you are not “present and voting”, for a motion/amendment to be carried, you will need a majority vote of all members. (50% plus 1)

Voting by e-mail/fax cannot be considered a secret ballot, as it is necessary for the tellers to know by whom each vote is cast. This is to ensure that only legal voters are participating. The tellers would be the incumbent District Governor, Cabinet Secretary and the Resolutions and Constitutions Chairman.

The votes received would be categorised as follows:

Yes, No, Spoilt and Abstentions.

In order for the motion/amendment to be carried, you will need a simple majority vote saying “yes”. Spoilt votes and Abstentions would be an effectively a vote against, as the “a majority” will have to be calculated from all members eligible to vote.

Voting results will be circulated to all as follows:

Yes – Number.

No – Number.

Spoilt: Number.

Abstentions: Number.

Motion is carried/not carried.

If there are no amendments, a 14-day period will apply from the date that the motion was circulated. At the end of 14 days the voting will be closed and the votes tallied.

If it is an urgent matter, then the days allowed to voting closure must be stipulated when the motion/amendment is submitted. At the end of the days allowed, the voting will be closed and the votes tallied.

Final results of all voting must be sent to the District 410A Office by the incumbent District Governor to be archived.

## 27) **DISTRICT EQUIPMENT**

Minute Reference: 3<sup>rd</sup> Cabinet Meeting 2009/2010

Item 10.5.6 – Report back from DG

All District equipment must be kept in the District Office. It was agreed that all Lions and Cabinet Officers who make use of any of the District’s equipment will be responsible for the safekeeping thereof. They will be held financially responsible and will be required to compensate for any loss or damage that might occur during their guardianship. All District equipment must be returned to the District office as soon as possible after usage for safekeeping.