

DISTRICT 201 W2 POLICY MINUTES

CONTENTS (Amended August 2010)

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DISTRICT 201W2 Inc.

POLICY MINUTES AND GUIDELINES

As amended August 2010

Introduction

Policy Minutes are to be endorsed at the first cabinet meeting of each Lions year. In addition to these minutes you are referred to the following publications of Lions Clubs International, which govern the various officers of the district.

Lions Clubs International Constitution.
Multiple District 201 [MD 201] Constitution.
District 201W2 Constitution.
District 201W2 Lions Club Officers Manual
District 201W2 Cabinet Officers Manual.

These policy Minutes and Guidelines shall be published as follows...

On district website
One copy to each club, distributed by Cabinet Secretary.

District policy minutes shall be reviewed annually by the Constitution and Bylaws Chairman and a committee appointed by the CBL Chairman.

These Policy Minutes and Guidelines are the authority for the administration and conduct of District 201W2

NOTE: *In this document singular includes the plural, and vice versa, where relevant.
Any reference to "writing, written, etc" includes printed or any other reproduced language in visible form.
Headings are included for convenience of use only, and shall not affect the interpretation of any section hereof.*

Section 1 Introduction

- Region and Zone definitions
- Manuals
- Incoming Club Officers/Education/Committees

1.1 Regions and zones as currently defined should be changed only where one or more of the following apply:

- a region or zone becomes too big or too small;
- a zone would be more workable;
- it would be cheaper for administration purposes or
- required as a result of redistricting.

Changes should be made in accordance with section 13 of article 6 of the District 201W2 constitution.

- 1.2 The district will have a post office box controlled and operated by the cabinet secretary.
- 1.3 The district will publish prior to each year the following publications on district website:
 - Lions Club Officers Manual.
 - District Officers Manuals
- 1.4 A shadow cabinet meeting, where possible, should be held on the same weekend as the final meeting of the outgoing cabinet and at the same or nearby venue.
- 1.5 District will hold Region or Zone Seminars for incoming club officers as soon as possible after club officers' appointment and preferably prior to June 30th. District Chairman - Development & Training to co-ordinate this programme.
- 1.6 All District Chairmen shall submit a report at the end of the Lions year outlining the activities of their portfolio for publication in the forthcoming convention handbook. Refer to section 3.36.
- 1.7 Each District Chairman may form a committee of at least three Lions whose names will be reported to the cabinet secretary.
- 1.8 Where a district chairman resigns or is replaced, a member of his committee, where possible, should take his position for the remainder of the term subject to the approval of the District Governor.
- 1.9 Correspondence originating from any cabinet officer will be copied to the District Governor and the Cabinet Secretary.
- 1.10 Cabinet meetings ideally will be held on weekends.
- 1.11 Every Cabinet Officer shall submit written reports to the Cabinet secretary at least 10 days prior to a cabinet meeting. These will be circulated to all cabinet officers prior to the meeting. Such reports will be brief and factual. (Also see Section 23)
- 1.12 All notices of motions for cabinet meetings must be in writing. Any subsequent amendments should also be in writing.
- 1.13 Cabinet minutes will record as a minimum;
 - attendances and apologies.
 - motions, including mover, seconder and result.
 - pertinent points of cabinet business, reports, etc.
 - summary of District Governor's remarks.
 - summary of guest speaker's remarks.
- 1.14 Cabinet minutes will be circulated within 30 days of the Cabinet meeting to the following receiving one complete copy
 - each cabinet officer. (either Electronic or hardcopy)
 - Lions Clubs International [Oak Brook].

- International Director.
- MD 201 Council Chairman.
- MD 201 Council Executive Officer.
- District files.
- On the district website

1.15 Where feasible it is strongly recommended that the District Governor will ensure any cabinet officer who has served continuously for three years in a specific portfolio be not invited to continue in that portfolio.

Section 2: Awards, District Functions, and Recognition.

- When worn
- District Governor’s Award
- Cabinet Officers’ Awards
- Form of Dress
- Awards Night Subsidy

2.1 Awards at International, District and Club level may be worn on:

Installation Nights
 Charter Ceremonies
 District Governor’s Awards Night
 Other Formal Functions.

2.2 An award in the form of a suitably inscribed plaque or equivalent will be presented to the District Governor by the District at the conclusion of his year in recognition of his contribution to the district.

2.3 Awards may be presented by the District Governor and should be limited to the following:

- One only 100% award for the Cabinet Secretary.
- One only 100% award for the Cabinet Treasurer.
- One only 100% award for each Region Manager.
- One only 100% award for each Zone Chairman.
- One only 100% award for each District Chairman.
- One only Award to the 1st Vice District Governor (as appropriate)
- One only Award to the 2nd Vice District Governor (as appropriate)
- Two only District Governor Appreciation Awards.
- Two only “Star Awards”.
- Two only Plaques for deserving officers and Certificates of Appreciation/ floral arrangements as appropriate.

The District Governor has the discretion to determine which cabinet officers have deserved such awards.

2.4 Where the actions of a cabinet officer places another Lion’s 100% award in danger he/she may lose the right to his own award. e.g. Z.C not holding DGAM, Cab Treasurer not having accounts audited, etc.

- 2.5 Form of dress at Charter Ceremonies, District Governor's Awards Night, Installation Nights will be formal [men dinner/lounge suit; ladies after five wear].
- 2.6 District will subsidise the District Governor's Award Night to an amount not exceeding \$250.00 for incidental expenses [excluding food and beverages]
- 2.7 When a serving Lion dies, District will place a death notice with Lions Logo in a weekday West Australian, and any other suitable forms of recognition [i.e. sympathy cards, obituary in West Lion etc] may also be utilised. Advise Cabinet Secretary as soon as practicable.

Section 3: Convention:

- Venue
- Convention Organising Committee [COG]
- Budget
- Venue & Accommodation Requirements.
- Nomination Requirements
- Cost of Business venues.
- Convention Profits
- Registrations
- Hospitality Books
- Key Members' Function
- Sponsors
- Programme
- Official Party
- Civic reception
- Deceased Members
- Rules of Procedure & Debate.
- Notices of Motion/Reports
- Ballots - Voting
- Convention Report by Cabinet Secretary.
- Convention Audit.

Organisation.

- 3.1 The convention will be held on a date stipulated by the District Governor at a venue decided by the delegates at the annual district convention two years prior. [Refer article 9 Section 2 District Constitution] However the convention will be held at the end of September/early October except under extenuating circumstances when the District Governor will prescribe an alternative date.
- 3.2 The convention will be organised to comply with the following:
- [a] the International Constitution, as amended from time to time.
- [b] the Multiple District Constitution, as amended from time to time.
- [c] District Constitution, articles 9,10 and 11.
- [d] these Policy Minutes.

- 3.3 A convention organising committee [COC] will be formed and at all times will keep the District Governor fully informed. The 1st Vice District Governor/DG Elect who will be in office at the said convention will be a member of the COC.
- 3.4 The COC will be chaired by a member of the Convention Host Club
- 3.5 The COC will submit a budget and hospitality book fee to the cabinet meeting which preceded the convention date by six months.

Venues and Accommodation

- 3.6 Venues for business sessions will be capable of seating a minimum of 1/3 of the district membership as at 30th June prior to the club's nomination being submitted to convention.
- 3.7 The minimum requirement for accommodation will be 1/3 of the district membership as at 30th June prior to the nomination being submitted to convention. Accommodation will primarily be of a hotel/motel type and of good standard. Caravan facilities and billets can also be considered to augment motel/hotel arrangements and/or minimise costs for conventioners. All accommodation will be within approximately one hour's drive of convention headquarters unless special dispensation is accorded by convention or cabinet. A minimum of six double rooms will be reserved for VIPs as close to the convention venue as possible.
- 3.8 All clubs applying for the right to run convention will submit with their nomination:

The number of rooms they can reserve;

If accommodation in the course of construction is proposed, a statement from the developers that the rooms will be finished by the date of the nominated convention and a form of compensation arrangement against losses, etc. if such accommodation is not forthcoming.
- 3.9 Cost of business venues will be budgeted from money allocated by district. This will be payable in two sections as collected with semi annual dues.

Registrations.

- 3.11 Club secretaries will advise the Cabinet Secretary of the names of delegates and alternates at least 30 days prior to the start of convention. This is not a substitute for registration as outlined in 3.12 below.
- 3.12 All registrations will be submitted to the COC.
- 3.13 Registrations for hospitality will close 15 days prior to the start of the convention. Any registrations received after this date may not be afforded full hospitality or other convention services.
- 3.14 No refunds will be given on cancellations within 7 days of the start of convention.

- 3.15 No registrations will be affected by the COC unless accompanied by payment. The COC may determine how registrations are to be made. e.g. individual, block bookings, etc. This information will be stated on registration forms and in prior notices of convention information.

Hospitality Books

- 3.16 Hospitality Books will cover costs of hospitality at the convention including the costs of all lunches and morning and afternoon teas during the period of the convention. Suitable luncheon arrangements should also be made for partners, children and invited guests.
- 3.17 The District will budget for the following hospitality books [excluding alcoholic beverages] at no cost to the individuals concerned:
- District Governor and partner.
 - 1st Vice District Governor and partner.
 - 2nd Vice District Governor and partner
 - Cabinet Secretary and partner.
 - Cabinet Treasurer and partner.
 - CBL Chairman and partner.
 - District Governor, 201W1 and partner.[or appointed representative and partner]
 - Two invited official Lion guests of the District Governor, and partners.
- 3.18 All entertainment will be of a standard to uphold the image of Lionism.
- 3.19 All drinks at hospitality functions will be purchased by consumers.
- 3.20 A Key Members' function at the District Governor's discretion will be arranged by the host club at cost to the Key Members attending. Chairman of the function will be appointed by the District Governor.
- 3.21 The COC shall supply a satchel [folder or similar] to all registrants and to invited guests of the District Governor.
- 3.22 The host club will endeavour to find a sponsor, or sponsors, to provide financial support for the convention.

Programme

- 3.23 The programme will be decided by the District Governor and will be submitted to the COC no later than 60 days prior to the start of convention.
- 3.24 A suitable programme of entertainment will be provided for registered non-Lions allowing them free time to attend the opening and closing ceremonies and other important parts of the programme.

- 3.25 The COC should ensure that baby-sitting arrangements on a user pays basis are available where requested by registrants on the registration form.
- 3.26 Special facilities should be made available for handicapped persons, those with special dietary requirements, etc. The onus is on individuals to advise the COC of their specific requirements.

General

- 3.27 The Official Party will consist of:

District Governor.
1st Vice District Governor.
2nd Vice District Governor
Cabinet Secretary.
Cabinet Treasurer
CBL Chairman
Convention Chairman
Host Club President.

Invited guests of the District Governor, including the District Governor of 201W1 [or representative] and the partners of the above. Others at the discretion of the District Governor.

- 3.28 The COC may engage the services of a photographer to attend the convention, the cost of which shall be underwritten by the sale of photographs by the photographer.
- 3.29 Where possible the COC will encourage the Local Government Authority to hold a Civic Reception for District Officers and invited guests of the District Governor.
- 3.30 COC will provide an information centre in the registration area. It will accept club banners and issue receipts for them.
- 3.31 There will be no soliciting of funds by visiting clubs or charities from attending Lions for any purpose other than an official convention raffle as approved by the District Governor. This should not preclude the COC from promoting souvenirs of the convention provided that costs and charges are reasonable and are not financed or subsidised in the costs of the hospitality book.
- 3.32 Delegates and alternates may be provided with some form of identification.
- 3.33 Each club with names of deceased members or deceased partners of members to be recorded in the Remembrance Ceremony will meet the cost of a suitable memorial tribute. The COC will supply tributes and debit clubs concerned.
- 3.34 The CBL Chairman will make available for each registrant a copy of the Rules of Procedure and Debate for use at the convention.
- 3.35 Notices of Motions, Nominations and other pertinent convention business submitted to the Cabinet Secretary by the due date will be printed in the convention programme.

- 3.36 All reports as outlined in 1.6 to be submitted to the Cabinet Secretary 28 days prior to the start of convention.
- 3.37 Voting. A suitable location and number of voting locations, ballot boxes, tables and chairs should be provided for use during voting. The CBL Chairman will liaise with the COC for arrangements.
- 3.38 Timing for voting will be nominated in the programme.
- 3.39 The Cabinet Secretary will prepare a precis of the convention within 40 days of the close of convention. Distribution will be as follows:
One copy each to:
- District Governor
 - 1st Vice District Governor
 - 2nd Vice District Governor
 - International Director
 - MD Council Chairman
 - MD Executive Officer
 - Lions Clubs International Office
 - District Records File.
 - District CBL Chairman
- 3.40 The precis of the convention proceedings will include:
- Motions in full including movers, seconders and speakers;
 - Reports
 - Paraphrases of addresses made by District Governor and other speakers
 - Names of Lions who conducted the various ceremonies;
 - Credential report
- 3.41 A summary of results of ballots, motions and any other pertinent information shall be included in the first edition after the convention of the West Lion.
- 3.42 Within 30 days of the close of the district convention the Cabinet Secretary will advise all Clubs in the district of the outcomes of all motions presented at the convention.
- 3.43 Prior to the convention the District Governor will appoint a convention auditor who will audit all convention accounts. The COC must submit audited accounts to the District Governor no later than the February meeting of cabinet. [Refer District Constitution, Article 10, Section 4, “Accounts”.]

Section 4: Constitution and By Laws.

- Motions; review by CBL Chairman
- Nominations for Foundations & Committees
- Advice to clubs of convention resolutions
- Rules of procedure & debate/ Policy Minutes

- 4.1 All motions presented for convention will be reviewed by the CBL Chairman for compliance with the constitutions.
- 4.2 All nominees for positions on Foundations and District Committees should be afforded a period of two minutes to speak to their nomination at convention, at the discretion of the District Governor.
- 4.3 The CBL Chairman shall assist the District Governor at the District Convention to ensure that all rulings and resolutions are constitutional.
- 4.4 The CBL Committee will continually review and update the rules of procedure and debate for use at conventions to reflect the latest thinking in the district.

Section 5: District Magazine.

- Finances
 - Distribution
 - Content
- 5.1 A District Newsletter or equivalent will be published on a regular basis under the administration of the cabinet.
 - 5.2 The magazine will be financed by advertising and/or district funds
 - 5.3 The District Governor shall appoint a chairman [who in turn will select a Magazine Committee] whose responsibility it will be to edit and arrange publication and distribution of the magazine.
 - 5.4 Distribution will be one copy to:
 - Each member of the district
 - MD Council Executive Officer.
 - Lions Clubs International [as part of the District Governor's monthly report]
 - Each advertiser
 - The Battye Library.
 - 5.5 Content and format will be resolved by the District Governor and the editor at the commencement of each year. Consultation with the District Governor and the editor from 201W1 should also take place as appropriate.
 - 5.6 All district officers shall use the district magazine [West Lion] and district website as an information medium to clubs.

Section 6: Expenditure: Cabinet Officers' Reimbursement

- Air Fares
- Accommodation
- Meals and Ground Transportation
- MD Convention Hospitality
- Other expenditure

- MD & International Convention Hosting
- 1st Vice District Governor

- 6.1 It is recognised that district will endeavour within its resources to reimburse certain cabinet officers for expenditure incurred on behalf of the district in performing their duties. The nature of the organisation, however, is such that there is a strong expectation that such officers take on their roles to provide service to others and that they should not have an expectation of total recoupment in all circumstances. Any officer who envisages major expenses [e.g. STD, ISD phone calls] should seek the District Governor's approval prior to committing the district to large costs [refer 7.5]
- 6.2 The District Governor will attend all council meetings. The District Governor Elect will attend such meetings as are organised for training purposes. The Cabinet Secretary Designate will attend such meetings as are organised for Cabinet Secretary training. The cabinet secretary will attend the MD convention.

To help offset major costs associated with these attendances, the following reimbursements will be made to the above-mentioned officers:

- 6.2.1 Airfares: Return economy [or cheaper] airfares to Multiple District Council Meetings [the last each year is held in conjunction with and at the same city/town as the Multiple District convention] as follows:
- [a] District Governor: Reimbursement of difference between the actual expenditure and that recovered under the International Rules of Audit for District Governor expenditure.
- [b] District Governor Elect and partner: The council meeting designated for training and the last [nominally May] Multiple District meetings prior to his taking office provided always that his appointment is known prior to the meeting.
- [c] Cabinet Secretary and Cabinet Secretary Designate: As detailed in Sub Para 6.2 the Cabinet Secretary accommodation for up to 6 nights for MD convention. Cabinet Secretary designate for up to 3 nights for MD training.
- [d] Partner of District Governor: is to be reimbursed the cost of airfares to attend the designated training and Multiple District Convention..

Every effort will be made to obtain the lowest cost air fare structure with a recognised commercial airline.

- 6.2.2 Accommodation: On the basis that accommodation is usually arranged and/or approved by Multiple District Council Executive Officer for Council Meetings with the express aim of having the Council domiciled under one roof, this District should encourage its officers to use this accommodation unless its cost is, in the view of the District Governor, too high and he seeks cheaper rooms for his party.

District will reimburse accommodation costs as follows:

- [a] District Governor: Reimbursement of difference between actual expenditure and that recovered under the International Rules of Audit for District Governor

expenditure up to a maximum of three [3] nights for normal Multiple District Council Meetings, up to a maximum of eight [8] nights on the occasion of the combined Multiple District Council Meeting and Convention and one [1] night for the Council Meeting held immediately following the International Convention at which he/she is declared District Governor unless special circumstances dictate longer meeting times.

[b] District Governor Elect: Up to a maximum of three [3] nights for the Multiple District Council Meeting for training and up to eight [8] nights on the occasion of the combined Multiple District Council Meeting and Convention prior to taking office unless special circumstances dictate longer meeting times.

[c] Cabinet Secretary and the Cabinet Secretary Designate: Accommodation costs will be reimbursed, up to a maximum of three [3] nights for Multiple District training meetings with a maximum of eight [8] nights for the combined Multiple District training meeting and Multiple District convention as detailed in sub. Para. 6.2

NB: Number of nights in [a] [b] and [c] above for the Multiple District Council Meeting and Multiple District Convention may vary depending on the duration of Multiple District Conventions.

6.2.3. Meals: Reimbursement up to \$40/day will be paid on presentation of receipts to offset the cost of meals [exclusive of alcoholic beverages] for District Governor, District Governor Elect, Cabinet Secretary and Cabinet Secretary Designate attending the above mentioned Multiple District Meetings. No meal reimbursements will be made in relation to Multiple District Convention [see 6.2.5 Multiple District Convention Hospitality].

6.2.4 Ground Transportation: Costs of ground transportation to and from airports to attend Multiple District Meetings will be reimbursed against receipts. Costs equivalent to use of commuter bus transportation only will be reimbursed when this facility is available and is cheaper than taxi fares.

6.2.5 MD Convention Hospitality: District will pay for the cost of the Convention “Hospitality Book” for District Governor, District Governor Elect, Cabinet Secretary attending the Multiple District Convention. This includes Cabinet Secretary’s luncheon to also include District Governor, Cabinet Secretary and Treasurer.

This Hospitality booklet does not cover items that are not available to all Lions for example Melvin Jones Luncheon, Cabinet Secretary and Treasurers Luncheon etc Past District Governors Dinners etc.

6.2.6 In respect of 6.2.2 “Accommodation” and 6.2.4 “Ground Transportation” every effort will be made to share facilities to minimise District expenditure and reimbursement to the District Governor will be net of recoupment from Lions Clubs International according to the International Rules of Audit [refer 6.2.8]

6.2.7 Other Expenditure

[a] Postage, Phone, Facsimile and Photocopying: Such costs associated with District Administration will be reimbursed to the District Governor [adjusted by his

reimbursement via International Rules of Audit], Cabinet Secretary, Assistant Cabinet Secretary and Cabinet Treasurer.

[b] District Convention: Accommodation costs associated with attendance at the District Convention will be reimbursed to

- District Governor and Partner.
- 1st Vice District Governor and Partner
- 2nd Vice District Governor
- Cabinet Secretary and Partner
- Cabinet Treasurer and Partner
- CBL Chairman and Partner.

[c] District Governor Bannerettes: The cost of producing District Governor personal bannerettes will be reimbursed on the basis of the number of clubs plus other perceived requirements up to a maximum of two hundred [200].

[d] Convention Hosting: A once only total allowance of \$300 maximum will be available to the District Governor to cover hosting costs at the District, Multiple District and International Conventions as appropriate [i.e. \$300 covers the District, Multiple District and the International Conventions].

6.2.8 In all of the above sections 6.2.1 to 6.2.5 inclusive the District Governor's expenditure will be reimbursed only to the differential between the stipulated District allowances and those which are recoverable under the International Rules of Audit.

6.3 Reimbursement of Zone Chairmen's Expenses. Reference is made to section 6.1 of these Policy Minutes, which defines Lions Clubs International Policy on the reimbursement of expenses, subject to the District's ability to pay

6.3.1 Zone Chairmen: Zone Chairmen may be reimbursed for all costs associated with the performance of their duties on the basis of a maximum reimbursement of :-

[a] 15 cents per kilometre travelled to make two visits to each Club within their Zone during their year of office and to a central location for the purpose of holding District Governor's Advisory Meetings on three occasions during their year of office: and

6.4 Region Managers and District Chairman : With the approval of the District Governor Region Managers may be reimbursed for administrative expenses associated with their portfolio up to a limit of \$30 during their year of office. Region Managers may also be paid at the rate of 15 cents per kilometre travelled to conduct Incoming Club Officer Forums. ***In special circumstances as approved by the District Governor other reasonable travel expenses may be reimbursed on production of receipts for expenditure.***

6.5 Chairmen will not be reimbursed for travel expenses to attend the District Convention, Cabinet Meetings or District Officer Forums.

6.6 All Chairmen should maximise the use of District postings via the Cabinet Secretary and use the West Lion to reduce postage costs.

6.7 The 1st Vice District Governor will be reimbursed in accordance with the provisions herein for the District Governor where he/she deputises for the District Governor.

NOTE: The 1st Vice District Governor is entitled to claim such amounts from Lions Clubs International as would be paid to the District Governor under rules of audit.

- 6.8 The District Governor Elect shall receive, at no cost to him/herself twenty five [25] district pins, prior to departure for Lions Clubs International District Governors Elect Seminar, held in conjunction with the Lions Clubs International Convention. All claims for reimbursement of expenditure shall be authorised by the District Governor upon satisfactory proof of the claim.

Section 7: District Finances and Insurance

- Bank Accounts & Signatories
- Annual Budget
- Investment of Surplus
- Auditor
- Late payment fees [dues, goods]
- Insurance

- 7.1 The bank accounts for District 201W2 will be at a bank or banks approved by cabinet.

- 7.2.1 The District will operate two [2] accounts, one for administration and one for any other income.

- 7.3 Signatories to district accounts should be any two of:

District Governor
Cabinet Secretary
Cabinet Treasurer

And one other officer nominated by the District Governor.

Wherever possible the Cabinet Treasurer will be a signatory to all cheques.

- 7.4 Any Cabinet Officer intending to incur expenditure over and above incidental travel costs covered under section 6.4 is required to submit a budget to the Cabinet Treasurer prior to the commencement of the Lions year.

- 7.5 No District Officer may commit district to any expenditure whatsoever unless prior approval has been granted by the District Governor. District Officers who have approved expenditure by the District Governor shall submit their detailed accounts quarterly to the Cabinet Secretary for approval of payment. Quarterly means the last day of September, December, March and June. If accounts have not been received by the end of the following quarter, recovering these expenses will be null and void.

- 7.6 Surplus District funds shall be invested at the best rate of interest available at banks, building societies or reputable finance companies. These shall be determined by the Cabinet Treasurer in consultation with the District Governor and approved/ratified by the cabinet.

- 7.7 The Cabinet Treasurer is empowered to authorise payment of all accounts and such payments will be ratified on the presentation of the Cabinet Treasurer's report at the following cabinet meeting.

- 7.8 Cabinet will appoint an auditor each year.
- 7.9 The audited annual accounts will be published in the convention handbook.
- 7.10 The Treasurer will prepare a list of accounts for the previous years for publication in the convention report in September. Should District Convention be held later than September, such a report shall appear in the September issue of the “West Lion”.

Section 8: District Governor’s Committee.

The District Governor may select a Committee [or similar name] to enable the formulation of District Policy and to consider the efficient processing of district business, and such committee to meet at times to be decided by the District Governor between regular cabinet meetings if required. Minutes of the Committee Meetings should be made available to Cabinet Officers prior to the next Cabinet Meeting.

Section 9: New Club Charter

- 9.1 District Financial Assistance: Subject to availability of funds, district should meet the following costs related to the chartering of new clubs:
- [a] Advertising and/or advising details of the Charter Night to clubs.
 - [b] The purchase of a club banner depicting
 - name of club
 - Lions logo and
 - district name
 - [c] The inscribing of names of charter members and other pertinent information on the Charter Certificate and
 - [d] The framing of the Charter Certificate.
 - [e] The cost of incorporation to be coordinated by the guiding Lion in association with the club.
 - (f) That district subsidise the cost of investigation and formation of new clubs
- 9.2 Financial Assistance for Newly Chartered Clubs: Each Lions Club in District 201W2 shall be asked to make a voluntary contribution of \$20.00 to enable a new club to establish a viable administration account.

Section 10: District Strategic Planning and Review Committee

10.1 The membership of the committee shall comprise

A Past District Governor, who shall be chairman.

The District Governor.

The 1st Vice District Governor.

The Vice District Governor Elect. (when appointed)

Two [2] Lions, who are not currently serving as Cabinet Officers, who shall be elected to their positions.

10.2 All Past District Governors, who are members in good standing of District 201W2, shall be contacted in writing, at appropriate times, inviting them to nominate for the position of chairman. The election of the chairman, by the members of the cabinet, shall be conducted at the last cabinet meeting of the Lionistic year. The chairman shall be elected to serve a term of three years.

Vacancies in the two elected positions will be advertised in the West Lion each year. Nominations, in writing, must reach the Cabinet Secretary in time for inclusion on the agenda of the last [June] cabinet meeting of the year. In the event there are no nominations from Past District Governors for the position of Chairman for that year, the 1st Vice District Governor will assume the position of chairman.

10.3 The committee shall meet at least three times a year, with meetings held at times that allow the minutes to be distributed with Cabinet Officers' prior to the subsequent Cabinet Meeting. The chairman shall attend Cabinet Meetings and in the event that he/she is unable to attend then he/she shall appoint a committee representative. This position will be a non-cabinet position.

10.4 The duties shall be the development of a strategic plan for the district and to annually review and update such plan.

Carry out such tasks as the Cabinet may require from time to time.

10.4 (a)

The strategic plan shall consist of :

- A vision for the future of the district
- Definite time period
- 3 year plan for the district to be reviewed annually

10.4 (b)

The strategic plan to be submitted to the second cabinet meeting each year for review and discussion by cabinet.

Section 11: Donations

Clubs receive requests for donations from numerous sources.

- It is the club's decision to whom it donates its funds.
Requests from clubs or districts outside our district should be approved by our District Governor either at the start of a program or progressively through the particular

program as circumstances dictate. If you are in doubt check with the District Governor prior to general ad hoc requests.

A recommendation is made to

- support known projects you favour in your local community
- district sponsored/ supported projects
- MD sponsored/ supported projects
- Lions Clubs International sponsored/ supported projects

Section 12. Life Membership.

It shall be policy in District 201W2 that nominations for Life Membership of Lions who have accumulated the necessary qualifications for Life Membership in more than one club will be financed on a pro rata basis provided that all clubs involved agree to the nomination.

Section 13 Closing a Lions club.

GUIDELINES TO CLOSING A LIONS CLUB

Matters to be considered prior to closure

- Have you discussed the closure of your Lions club with your Zone Chairman or Region Manager?
- Is this a unanimous decision of the club members?
- Have you advised the District Governor of the intention to close the Lions club?

Steps to be taken after closure decision

FORMALLY NOTIFY LIONS CLUBS INTERNATIONAL, SO THEY WILL STOP CHARGING FEES TO THE CLUB AND DISTRICT.

FINANCES

All of the following activities are to be carried out by a person authorized to act on behalf the club.

- **Administration Account:** Make sure all dues and accounts are paid to District, Multiple District and International. Make sure there are no outstanding monies due to be paid from the administration account.
- All other administration accounts should be paid immediately, such as post office mailbox or other relevant expenses.
- Your club is an incorporated body and as such you are obliged to contact the Department of Consumer and Employment Protection (DOCEP, this is a government department) and advise them of the intended closure of the club, this will cost the club a approximately \$25 this is a closure fee. You will receive a confirmation letter from DOCEP.
- Document all monetary payments and transactions and retain a detailed record and receipts.

- At the completion of paying all administration and activities accounts, have all monetary books audited and forwarded to the Cabinet Treasurer.
- **Activities Account:** As activity money is raised from the community.
- With the agreement of the remaining members of the club, all activities money should be dispersed to agreed Lions Foundation's or community projects and details of the transactions must be recorded.
- A detailed list of all activities money and the disbursement of same along with administration records must be audited and forwarded to Cabinet Treasurer with other records.

CLUB PROPERTY

- All Lions club property such as Gong, Gavel, Bannerettes and other property should be handed over to the District Property Chairman and a detailed inventory forwarded to the Cabinet Secretary, this property can be used in the formation of new Lions clubs, obtain a receipt for the property if possible.
- Lions club charter certificate, to be handed over to the District Governor and a memo forwarded to the Cabinet Secretary for district records.
- As soon as the closure process has been finalized. Official notification should be forwarded in writing to the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary, Cabinet Treasurer and CBL Chairman advising the closure of the club, this will alleviate mail and accounts being forwarded to the club. The Cabinet Secretary will then notify other clubs for their information.

MEMBER TRANSFER

- Any financial member in good standing who wishes to remain in Lions by transferring to another club should complete their transfer forms and have them submitted as soon as possible.

Keep the Region Manager or Zone Chairman regularly advised of the progress of the situation.

Section 14 District Correspondence

The Cabinet Secretary shall be required to retain all correspondence and other information for the following periods of time, after which the information may be destroyed:

1. Monthly Membership Reports----2 years
2. Correspondence-----3 years

The Cabinet Secretary shall retain into perpetuity the following:

1. Annual audited financial reports
2. Annual District Governors Reports
3. Annual District Convention Reports
4. Information or material deemed by the Cabinet Executive/Constitution and By-Laws Committee
5. Or to be of significant historical significance to the District.

The Cabinet Treasurer shall be required to retain all financial records for a period of six years from the completion of each financial year

Section 15 Media Communication

- 15.1 In matters involving controversy which relate to District, State or Multiple District issues, any communication with the media must only be addressed by the District Governor or if unavailable, the 1st Vice District Governor. The District Governor or 1st Vice District Governor may delegate to another suitable person (eg relevant District chairman or state coordinator) authority to communicate with the media but only after briefing between the delegate and the District Governor or 1st Vice District Governor has occurred.
- 15.2 Internal matters relating to clubs should be handled by the Club President concerned, however the District Governor should be fully briefed on any club issue that may impact on the standing or reputation of Lions within the community.
- 15.3 This Policy should not be seen to limit District Chairmen and Lions clubs from contact with the media in the normal course of their club or District activities, but only be invoked in times of controversy and potential harm to Lions standing and image in the community.

Section 16 WA Leo of the Year State Winner

- 16.1 That District 201W2 pay 50 % of the total costs involved in sending the WA State representative to the MD Leo of the Year Quest, to include return airfares, costs of accommodation , hospitality fees and \$100 spending money for a maximum of seven (7) nights.

Section 17 Projects (See section 2 Constitution & ByLaws)

- 17.1 That District submit notices of motion (5 in total) for the continuance of Lions Save Sight Foundation, Lions Hearing Foundation, Western Australian Lions Drug Education Foundation, Lions Cancer Institute and the Dryandra Woodlands Village as District Projects for a further three years, concluding at the rising of the convention in 2010.

Section 18 Membership Drive Incentive Payment

- 18.1 That if a club within District 201W2 is conducting a membership drive that consideration be given to supporting that club financially up to a figure of two hundred and fifty dollars. The club must satisfy the District MERL Chairman and District Governor that the membership process they will adopt is in compliance with the District and Multiple District Membership guidelines.

Section 19 W1 District Convention – DG Expenses

- 19.1 That from 2010 the current District Governor and partner may claim a return economy airfare to attend the W1 District Convention only where such district convention is held over one thousand kilometres one way from District Governor's usual place of residence.

Section 20 Children of Courage

20.1 That this District Cabinet recommends that the nomination fee payable for Lions Clubs in respect of each 'Child of Courage' nominee be fifty dollars up to four nominations and a fee for each nomination thereafter be twenty five dollars and this recommendation be communicated to District 201W1 seeking agreement.

Section 21 W2 District Disaster Committee

21.1 That a joint W1 and W2 District Disaster Committee be established to co-ordinate relief in the event of a disaster taking place within Australia. This committee is to consist of the IPDG and 2VDG of each District.

Section 22 Senior Lions Leadership Institute – Airfares

22.1 Subject to the approval of the District Governor, return economy (or cheaper) airfares to the Senior Lions Leadership Institutes held within the Constitutional Area, shall be reimbursed to the selected attendee on the basis of one person attending the course.

Section 23 W2 Cabinet Officer Reports

CBL Committee suggestions for a format for all W2 Cabinet Reports.

- 23.1 All cabinet reports should be typed and in Microsoft Word or PDF format.
- 23.2 Reports must not be included in the text of an email as this requires the Cabinet Secretary re-typing the report to allow publication on the District Website.
- 23.3 Each Cabinet report should have a heading detailing the following:-
 - a. Report to DG(Name of District Governor)
 - b. Details of “which” Cabinet meeting
 - c. Cabinet meeting location
 - d. Date.
 - e. Name of Cabinet Officer and Portfolio

Sample: Report to DG
 3rd Cabinet Meeting
 Boyup Brook
 Sunday 28th March 2010

Name.....

Portfolio.....

- 23.4 Cabinet reports should contain brief but concise details of the following:-
 - a. Any outstanding items from the previous Cabinet meeting

- b. Details relevant to the portfolio
 - c. Upcoming events of importance to Cabinet or the District
 - d. Recommendations to Cabinet relative to the portfolio
 - e. Submitted reports are designed to alleviate the necessity for Cabinet Officers to give an additional verbal report during a Cabinet meeting.
- 23.5 Relevant substantiating documents may be attached to the report but must comply with items 23.1 & 23.2. Such items may include financial reports, graphs, photos and or newspaper articles.
- 23.6 Cabinet reports should be received by the Cabinet secretary 10 days prior to a Cabinet meeting.
- 23.7 Agenda items for “general business” to be emailed to the Cabinet Secretary, as required in item 6, i.e. 10 days prior to a Cabinet meeting
- 23.8 Late reports tabled on the day of a Cabinet meeting will not be accepted.
- 23.9 Sign off a report to indicate the end of a report.

It is incumbent on all Cabinet Officers to give reports – whether they attend or are absent from any Cabinet meetings. An indication of “No Report” can give the impression that little or no work has been done by a cabinet officer! Accepting a position on Cabinet comes with some responsibilities. Your report gives a District Governor, vital information about a portfolio. Similarly it informs other cabinet officers as to the workings of the portfolio, in case they are asked questions by fellow Lions.