



**LIONS CLUBS INTERNATIONAL**

**DISTRICT 410W**

**POLICY MANUAL**

**2019/2020**

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## **LIONS DISTRICT 410W POLICY MANUAL**

### **1) POLICY MANUAL:**

By-Laws Article III Section 11(g) of the District 410W 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:**

The Constitution Committee would maintain the Policy Manual. The Manual would only record Policy decisions taken with effect from the 1996/97 fiscal year. All expenses incurred must be ratified at the first Cabinet meetings, following the incurring thereof, by the Cabinet Treasurer.

### **3) DISTRICT CHAIRMEN BUDGETS**

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 timely notification may result in no monies being disbursed.

### **4) LIONS DISTRICT CHAIRMAN FOR LEOS**

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.

### **5) MEMBERSHIP CERTIFICATE**

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.

## **6) AREA MEMBERSHIP CHAIRMEN**

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.

## **7) RAISING FUNDS FOR OUTSIDE ORGANISATIONS**

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 organizations.

## **8) YOUTH EXCHANGE**

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.

## **9) ALPHA LEO CLUBS**

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 18.

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.

## **10) REGISTER OF DROPPED MEMBERS**

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.

This register will include the names of past Lions members, sentenced for serious criminal offences, or similar transgressions, whose violations are brought to the attention of the District 410W 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 member's 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.

## **11) APPOINTMENT OF ZONE/REGION CHAIRPERSONS**

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.

## **12) LONG SERVICE AWARD**

Long Service Awards were presented for the first time in the fiscal year 2010/2011 at the mid-year conference and the Cabinet approved that these awards would be continued to be presented at all future mid-year conferences.

With the new District 410W these awards will continue to be awarded to members for continued long service at the District Convention.

## **13) LOUIS VOLKS AWARDS**

This award will be administered in District 410W as a project of the MD410.

The funds raised by awarding a Lions member or someone in the community this humanitarian award will be supporting Emergency and Disaster Relief within the whole Multiple District.

#### **14) PAYMENT OF DISTRICT 410W DUES**

District Dues shall be payable as laid out in Article IX By-Laws Article VIII of the District 410W Constitution. Interest on overdue accounts would be charged at 1% per month following the payment months of August and February in a Lions fiscal year.

#### **15) CHRISTMAS CAKES**

The following clause was 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 410W Cabinet.

It was agreed that all Lions Clubs that partake in the selling of Lions Christmas Cakes will contribute the same amount to The District Projects Account as determined by the District 410W Cabinet.

#### **16) CLUB DISPUTE RESOLUTION FILING FEE**

It was agreed the filing fee for a complaint under this procedure shall be US\$750.00, 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.

#### **17) PROJECT MANAGEMENT REQUIREMENTS**

The District 410W 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 410W Office.

The District 410W 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.

## **18) VOTING BY E-MAIL, WHAT-APP OR FAX BY DISTRICT 410W CABINET OFFICERS:**

It gives all the District 410W 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 410W 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 Governors, 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 410W Office by the incumbent District Governor to be archived.

## **19) DISTRICT EQUIPMENT**

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.

## **20) DISTRICT RECOGNITION (AWARDS) CRITERIA**

The District Awards Criteria will be updated on an annual basis by a committee chaired by the DG, consisting of the Immediate Past DG, 1st Vice DG and 2nd Vice DG. Revisions to be submitted to the 3rd Cabinet meeting for approval.

The District Awards will run from 1st July to 30th June and will be presented by the IPDG at the Welcome Home Banquet of the District Governor.

It is generally felt that this year's 2017/2018 handling of awards was unacceptable. It is claimed that many categories were shared with many discussed and decided on the day. The Cabinet agreed the recognition must be awarded to one recipient per category to the best Lion / Club regardless – they must not be shared out.  
Item: 10.1 Resolutions, Constitution and By-Laws, 3<sup>rd</sup> Cabinet Meeting 2018/2019

## **21) DISTRICT GRANT FOR NEW CLUBS**

A grant to the value of R10000 will be payable to all newly chartered Lions Clubs to assist them with a starting balance for their service projects account. To receive this grant they must submit a budget for their service project to the District Cabinet, and the District Cabinet would then decide whether to approve the grant.

## **22) MINUTES OF DISTRICT CABINET MEETINGS & DISTRICT CONVENTION**

That in the event of minutes of the District Cabinet Meeting or District Convention being incorrect or inaccurate that the draft be resinded and be replaced with an official copy.  
Approved at the first Cabinet Meeting 2018/2019

## **23) CHILD POLICY**

The inclusion of the Child Policy Act in our operation procedures, referencing the Indemnity Forms produced at all Children's projects of the District and Lions clubs within the District.

## **24) ASSET REGISTER AND ARCHIVES REGISTER**

Inclusion of the respective registers of the District to be maintained in the District Office by the District Office Secretary.

## **25) PEACE / ESSAY CONTEST**

Winning entry will receive the same monetary amount as the Peace Poster entries for prize money. Proposed DC Yolanda Smith seconded PDG Jimmy Lang.  
Item: 11.16 Peace Poster and Partially-Sighted Essay Competition, 3<sup>rd</sup> Cabinet Meeting 2018/2019.

ALSO Placed in Rules of Audit Document - R2000 for the Child and R2000 for the School.

## **26) INTERNATIONAL SPEAKER/VISITOR (District Convention or Special Invited Guest of the District)**

For establish guidelines and procedures for the proper implementation and management of International speakers/visitors. Such guidelines and procedures should be governed in accordance with CHAPTER XXI: TRAVEL AND EXPENSE REIMBURSEMENT of the Lions Clubs International Board Policy  
ITEM: 9.1 MINUTES OF DISTRICT 410W DISTRICT CABINET 2019/2020

## **27) DISTRICT CONVENTIONS**

District Convention Time and Place:

- a) The District 410W annual conventions shall be held no earlier than the second weekend of November of a Lions Clubs International fiscal year
- b) District Conventions will be managed and administered by the District Convention Committee being the successful Lions Club bidder hosting the District Convention
- c) The District Convention Planner Guide will be official guide and procedure and revised annually
- d) District Convention be placed as an item of the District Convention Agenda
- e) Proposals for hosting a District Convention are made two years in advance of the current District Convention
- f) A standardised District Convention website to be used as the official means of registration, promotion and communication.  
Refer: District 410W Constitution, Article VII Section 1;

ITEM: 9.1 MINUTES OF DISTRICT 410W DISTRICT CABINET 2019/2020