



**Lions Clubs International**

# **DISTRICT 201Q1 POLICY MINUTES**

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Including procedures

Adopted: 6<sup>th</sup> July 2025



## DOCUMENT CONTROL

### 1. BUILD STATUS

Version	Date	Author	Reason	Sections
1.0	23 <sup>rd</sup> July 2023	CBL Peter Ho	Annual Adoption	All
1.1	23 <sup>rd</sup> July 2023	CBL Peter Ho	Updates	Various
1.2	26 <sup>th</sup> Nov 2023	CBL Peter Ho	Add 3.4.9.1e	3.4.9.1
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1.4	29 <sup>th</sup> Nov 2024	CBL Ross Gibbins	Update Enkelmann	3.4.10.1 +App D
1.5	1 <sup>st</sup> July 2025 4 <sup>th</sup> July 2025	CBL Ian Bruning DG Stuart Perrett	Updates Updates	Various Various

### 2. AMENDMENTS IN THIS RELEASE

Section Title	Section Number	Amendment Summary
Refer to document “Proposed change to Policy Minutes 2025_v1.4 – 05 July 2025 Cabinet meeting”		
District Finance	3.4.9.1.f	Requires copy of submission of Lions International expense forms to Cabinet Treasurer.
District Handover	4.3.2.1	Amend to add name badges and business cards
District Convention	5.2.8 & 5.2.9	Added DGE – Convention Promotion and Communication. Renumbered.

### 3. DISTRIBUTION

Copy No	Version	Date Issued	Issued To
Electronic	1.0	23 <sup>rd</sup> July 2023	201Q1 website “Resources – Q1 Hub”
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## **Section 1 - Policy Minutes**

### **1.1. Policy Statement**

The District 201Q1 Policy Minutes (Policy Minutes) are intended to prescribe administrative procedures necessary for the good governance and management of Lions Clubs International District 201Q1. It clarifies the content of the District's constitution & by laws by making explicit reference where appropriate.

### **1.2. Scope**

These Policy Minutes apply to all District Officers and Q1 Lions Clubs participating in District Activities.

### **1.3. Policy**

These Policy Minutes are to be ratified by the incoming District Cabinet at its first meeting each year.

#### **1.3.1. Responsibilities**

It shall be the responsibility of the Q1 Cabinet to establish and maintain policies and procedures, and systems of financial control and reporting.

The Cabinet Secretary will be responsible for promulgating and distributing amendments to all copyholders within 14 days of the meeting at which such changes take place.

#### **1.3.2. Review & Alternation**

Alterations and additions to the Policy Minutes can be made by the District Cabinet subject to the provisions of the International, Multiple District 201 and District 201 Q1 Constitutions.

#### **1.3.3. Storage**

Policy Minutes are to be filed with the Constitution and By-laws.



## Section 2 - District Cabinet

### 2.1. Policy Statement

The District shall have a District Cabinet which shall comprise those officers appointed by the District Governor in accordance with Article VI Section 3 of the Constitution.

### 2.2. Purpose

To give direction on the policy and procedures relating to the formation and running of Cabinet, sub-committees and ad hoc committees

#### 2.2.1. Meeting Schedule & Location

The District Governor shall decide the date and venue of Cabinet Meetings. The District Governor may call Mini Cabinet Meetings, in Regions, making such requirements as they require to suit the attendance by members of Cabinet, the agenda and procedure to be followed at such meetings.

#### 2.2.2. Meeting Attendance

District Officers shall attend Cabinet and/or Mini Cabinet Meetings as required by the District Governor. All District Officers present at such meetings may debate and vote on matters placed before such meetings.

Non-members of the District may attend at the invitation of the District Governor only, and may be given by the right to speak to motions before Cabinet, but not to vote.

##### 2.2.2.1. Final Meeting

The District Governor shall extend an invitation to attend the final Cabinet Meeting to the District Governor Elect and the members of the incoming Cabinet.

#### 2.2.3. Reports

All reports for Cabinet are to be in writing and in the hands of the Cabinet Secretary at a time stipulated.

Cabinet Papers are to be sent to Cabinet members electronically unless a specific request is made for a hard copy.

#### 2.2.4. Meeting Minutes

The Cabinet Secretary shall endeavor to distribute copies of the Cabinet Meeting minutes within 14 days of the meeting to all District Officers, and such others as the District Governor may advise.

A summary of the meeting minutes made be provided to Clubs on request and provided electronically. The request lapses automatically at the end of each Lions year. Minutes are not to be available retrospectively.

#### 2.2.5. Cabinet Functions

If a function is arranged at a Cabinet meeting and numbers sought for catering purposes then payment for that event must be guaranteed to the organisers no later than the Wednesday immediately prior to the date of the function. It will then be at the discretion of the organisers whether any late acceptances are allowed after that time, but acceptance will only be considered if accompanied by full payment.



#### 2.2.6. Meeting Accommodation

Where accommodation is required at Cabinet Meetings it is the responsibility of the Cabinet Officer to make their own arrangements. Some suggested venues may be advised either by the Cabinet Secretary or the Host Club.

#### 2.2.7. Officer Selection

Selecting Cabinet Officers should include any or all of the following, at the District Governor's discretion.

- a. Selection of all officers by the District Governor
- b. Selection of officers from those people who have submitted expressions of interest.
- c. All positions with full job descriptions could be advertised in the District Newsletter and officers selected from those who apply.
- d. Priority of selection for Zone Chairpersons should be given to Immediate Past Presidents of Clubs, and if these are not available, those presidents who have served within the previous two years or Lions have been a Club Secretary or Club Treasurer.
- e. When selecting Cabinet Officers the District Governor should give priority to those Lions who have displayed leadership skills and potential.

#### 2.2.8. Cabinet Meal Costs

Cabinet Officers will be funded by the District Administration Account for their meal costs on the Sunday of a Cabinet Meeting. This may need to be subsidised by the Cabinet Officer as decided by the Cabinet. Partners shall pay the required cost.

Clubs hosting cabinet meetings will receive \$15.00 for afternoon tea Saturday. Morning tea and lunch on the Sunday. Partners attending will pay \$12.00.

#### 2.2.9. Cabinet Advisory Group

- 2.2.9.1. Cabinet establishes a strategic advisory group (to be known as Cabinet Advisory Group "CAB") to support the Long Range & Complex Activities requests outside.
- 2.2.9.2. The group should consist of at least 5 Senior Lions appointed by the District Governor with the appropriate skills to complete the endorsed work plan and are non-Cabinet roles.
- 2.2.9.3. appointments to CAB are made by the District Governor and their term will be defined by the workplan or no greater than 12 months.
- 2.2.9.4. the Committee Chair must be a member of the Cabinet for reporting purposes and may fulfil dual roles.
- 2.2.9.5. the Terms of Reference for CAB to schedule meetings will be outside of Cabinet Meetings.



### **Section 3 - District Finance**

#### **3.1. Policy Statement**

The Cabinet are responsible for overseeing the budgetary & financial management of the District and for ensuring that the District operates within a responsible, sustainable financial framework.

#### **3.2. Purpose**

This policy is designed to set out:

- The requirements for compiling, monitoring and reviewing annual budget.
- Circumstances for reimbursement of expenses
- Establishment & signing authority for the District's Bank Accounts
- ensure that financial transactions are carried out as efficiently as possible through the use of transaction cards as appropriate.
- guard against any possible abuse of financial transaction cards
- Overall Financial Management

#### **3.3. Responsibilities**

All District finances shall be administered by the Cabinet Treasurer in conjunction with the District Governor and the District Cabinet.

#### **3.4. Policy**

##### **3.4.1. Annual Budget**

A budget of Income and Expenditure shall be submitted to the first Cabinet Meeting prepared by the Cabinet Treasurer & District Governor

##### **3.4.2. Bank Accounts**

Bank Account(s) shall be maintained in the name of Lions Clubs International District 201 Q1.

##### **3.4.2.1. Convention Account**

If a separate Convention account is required, adopt the main signatures for the District account, except that three additional signatures be added:

- i. First Vice District Governor
- ii. Convention Chairperson
- iii. Convention Finance Chairperson.



### 3.4.3. Bank Accounts Signatories

To comply with the Australian Anti-Money Laundering & Counter-Terrorism Act, signatories for District financial transactions shall be the Cabinet Treasurer and any one of the following:

- a. District Governor,
- b. Cabinet Secretary
- c. Add the following two in case both District Governor and Cabinet Secretary are not available for urgent release of funds:
  - I. First Vice District Governor
  - II. Second Vice District Governor

#### 3.4.3.1. Disqualification

Should any two be part of one family then one should be disqualified from the list.

### 3.4.4. Financial Cards Transactions

The use of financial transaction cards is a major convenience for District, and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits a number of precautionary procedures should be put in place.

Transaction cards issued to the District, including those held in the name of any Cabinet officers on behalf of the organisation, will only be used for those activities that are a direct consequence of the cardholders' function within the organisation. Their use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will be grounds for removal of the card and/or cabinet.

#### 3.4.4.1. Card Use

- a) Any financial transaction cards may only be issued by a Cabinet where their functions and duties would be enhanced by their use. Cards will thus be issued only to people on the approved Bank Account Signatories list under 3.4.3. The list shall be held by the Cabinet Treasurer.
- b) Each financial transaction card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect.
- c) Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.





#### 3.4.4.2. Cardholder's Responsibilities

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- Submit supporting documentation to the monthly statement from the bank.
- Verify that that goods and services listed were received.
- Forward the papers to the authorised signatory for approval (the District Governor shall authorise payments to the Cabinet Treasurer; the Cabinet Treasurer shall authorise the expenditure of all other cardholders).
- Notify the bank and the Cabinet Treasurer or District Governor immediately if
  - The card is lost or stolen; and/or
  - Any unauthorised transaction is detected or suspected.
- Notify the Cabinet Treasurer or District Governor and the bank of any change in name or contact details.
- Take adequate measures to ensure the security of the card.
- Return the card to the Cabinet Treasurer if
  - The cardholder resigns/leaves office;
  - the District Governor and/or Cabinet Treasurer determines that there is no longer a need for the cardholder to retain his or her card; or
  - the card has been cancelled by the bank.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.
- The Cardholder shall not:
  - exceed any maximum limits set for the card from time to time.
  - obtain cash advances through the card.
  - use the card for any proscribed purchases.
  - authorise their own expenditure.
  - claim double allowances (i.e. request reimbursement for an expense already paid by the card).



#### 3.4.4.3. Card Expenditure

- a) The card will only be used for those activities that are a direct consequence of the cardholders' function within the organisation.
- b) Where coincident and/or private expenditure occurs on the same transaction the cardholder must settle the private expense prior to charging the balance on the organisational card.
- c) Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Cabinet Treasurer (or, in the case of the Cabinet Treasurer's own card, the District Governor).
- d) The use of the corporate card for "services of a dubious nature" is expressly prohibited. "Services of a dubious nature" are defined as any goods or services that might bring the name of the organisation into disrepute.

#### 3.4.4.4. Card Misconduct

Wherever a breach in this policy occurs, the District Governor must assess the nature of the breach and institute an appropriate disciplinary process, including

- o Removal of card; and
- o The District Governor may determine whether to report a breach of the policy to the police for criminal investigation.
- o At the next Cabinet meeting the District Governor shall report:
  - the investigation of the circumstances of the breach;
  - police reports and action (if any); and
  - disciplinary action taken (if any)."

#### 3.4.5. Finance Committee

3.4.5.1. A Finance Committee comprising the District Governor, the Cabinet Secretary and the Cabinet Treasurer shall have the power to invest District Funds in authorised trustee investments as per the International Constitution.

3.4.5.2. The terms of the investment are not to exceed the term of the District Governor without consultation with the District Governor Elect.

3.4.5.3. All interest accrued shall be credited to the respective accounts maintained under the Administrative/Activities Accounts umbrella. Should any two be part of one family then one should be disqualified from this committee.

3.4.5.4. The Finance Committee shall have the power to direct the funds to any disasters as they see fit.



#### 3.4.6. Audits

The Cabinet shall appoint at the first Cabinet meeting an independent qualified auditor, to audit District books in accordance with the District 201Q1 Constitution.

#### 3.4.7. Financial Statements

3.4.7.1. At each Cabinet Meeting, financial statements shall be presented by the Cabinet Treasurer.

3.4.7.2. Separate ledger accounting is necessary for such accounts as shall be determined by the Finance Committee.

3.4.7.3. A statement setting out the distribution of the District Activities Funds shall be sent to each Club with the audited statement.

#### 3.4.8. Insurance

All District property shall be adequately covered by insurance.

#### 3.4.9. Reimbursements

##### 3.4.9.1. District Governor

- a. District Governors receive from Lions Clubs International reimbursement for travel to various meetings, other than Club meetings and for various office expenses.
- b. Wherever District pays the District Governor for some of these costs there is a requirement that, upon reimbursement from Lions International, these reimbursed amounts will be forwarded to the District Treasurer.
- c. The District Governor shall reimburse District Officers from the reimbursement fund as he shall see fit.
- d. Traveling and accommodation expenses for attendance at the Multiple District Convention of the District Governor and their partner shall be an expense of the District Administration fund.
- e. Travelling and accommodation expenses for attendance at all Multiple District meetings not covered by Lions Clubs International of District Governor and their partner (only to the January or February meeting) shall be an expense of the District Administration fund.
- f. All Lions Clubs International (LCI) claim forms related to such expenses must be submitted to the Cabinet Treasurer at the time they are lodged with LCI for processing. This ensures accurate record-keeping and financial oversight in accordance with District financial procedures.



3.4.9.2. District Governor Elect

- a. The District Governor Elect, and partner shall be entitled to accompany the District Governor to the Multiple District Council Meeting, normally held in January or February each year. Airfares, accommodation and meal costs will be at the expense of the District Administration Fund.
- b. Traveling and accommodation expenses for attendance at the Multiple District Convention of the District Governor Elect and their partner shall be an expense of the District Administration fund.

3.4.9.3. First and Second Vice District Governors/Elect

- a. The First and second Vice District Governors/Elect will be funded for travel, necessary accommodation and meals to attend their training.

3.4.9.4. Cabinet Secretary

- a. Traveling and accommodation expenses for attendance at the Multiple District Convention of the Cabinet Secretary and their partner shall be an expense of the District Administration fund.
- b. When the Cabinet Secretary is the District Governor Elect, then the Cabinet Secretary Designate may represent the Cabinet Secretary at the Multiple District Convention and be entitled to the allowance.

3.4.9.5. Cabinet Secretary Designate

To enable the Cabinet Secretary Designate, to attend the school for Cabinet Secretaries conducted by Multiple District 20 normally held in January or February each year, airfares, accommodation and meal costs will be an expense on the District Administration account.

3.4.9.6. Cabinet Treasurer Designate

To enable the Cabinet Treasurer Designate, to attend the school for Cabinet Treasurers conducted by Multiple District 20 normally held in January or February each year, airfares, accommodation and meal costs will be an expense on the District Administration account.



#### 3.4.9.7 International Guests

In the event of a visit to Australia by the International President, the expenses of the District Governor and their partner for hospitality, accommodation and traveling shall be the expense of the District Administration fund provided however that the distance be no greater than Sydney according to the International Rules of Audit.

#### 3.4.9.6. 3.4.9.8 District & Multiple District Convention

- a) At Multiple District Convention, four (4) individual function tickets shall be supplied to each of the District Governor, District Governor Elect, the Cabinet Secretary and their partners and shall be an expense of the District Administration Fund.
- b) At District Convention, hospitality books shall be provided to Past International Director(s) and their partners (members of District 201 Q1) as an expense against the District Administration Account.
- c) At District Convention, hospitality books and accommodation shall be supplied to the District Governor, Cabinet Secretary, Cabinet Treasurer, Assistant Secretary, Constitution and By-laws Chairperson, First and Second Vice District Governor and their partners, as an expense against the District Administration Account. Global Action Team Coordinators and their partners will be supplied hospitality books only.

#### 3.4.9.9 IT Expenses

The District 201Q1 Cabinet is to provide appropriate IT equipment (e.g. laptop, desktop printer, external hard-drives) to the Cabinet Secretary Designate to be used exclusively for the purpose and term of their position, and said equipment to be returned to the District at the completion of their term.

#### 3.4.10. Dispersal of Monies Received from the Enkelmann Foundation

##### 3.4.10.1. District Obligation

District 201Q1 is to manage and oversee the distribution of funds dedicated to community projects in line with the goals and objectives of the Enkelmann Foundation (the Foundation) as defined by its Trustee (the Trustee) within the suburb of Beenleigh in Logan City, Queensland and the surrounding area defined as those suburbs immediately abounding Beenleigh. Trustee will consider suitable projects in close proximity on a case-by-case basis with acceptable justification by the applicant 201Q1 Lions Club for that funding.

The 201Q1 District shall ensure that all funds are used responsibly, transparently, and in the best interest of the community in accordance with the wishes of the Enkelmann Estate.

In order to meet this obligation all funds received from the Enkelmann Foundation and subsequently dispersed will be fully administered by the District 201Q1 Enkelmann Foundation Committee (the **Enkelmann Committee**) in collaboration with the District Treasurer in accordance with the Terms of Reference stated in Appendix D to these Policy Minutes.



## Section 4 - District Handover

### 4.1. Policy Statement

The District handover is an explicit transfer of information supporting the transfer of District accountability and responsibility between Cabinets to enable continuity of operations for the District.

### 4.2. Purpose

This policy seeks to ensure that new Cabinet are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Cabinet from the time of their commencement.

### 4.3. Policy

June 30th shall be the official date for the close of the Financial Year and handover of the District Administration to the incoming District Governor and his District Officers.

#### 4.3.1. Records

All District Officers shall hand over to their counterpart the complete records for their year of office, together with any previous year's records held by them. Such records shall include all books of accounts, ledgers, cheque butts, deposit books, vouchers, MMR returns and all records of District. These records are to be returned to the Immediate Past District Governor upon written request.

#### 4.3.2. District Governor elect

4.3.2.1. The District Governor Elect shall be given permission to arrange for the purchase of Bannerettes, District Name Badges for Cabinet Officers, District Pins and Business Cards for the District Governor Elect and the second Vice District Governor for the upcoming Lions year. All associated costs shall be paid from the District Administration fund, subject to budgetary provisions and the approval by the cabinet and/or the District Governor.

4.3.2.2. A letter confirming this permission is to be given to the District Governor Elect either prior to or at the November Cabinet meeting. This letter should also contain the permission to contact Clubs re Cabinet meetings, Training Days, Club visits, etc.

4.3.2.3. Telephone, stationery, printing and postage expenses incurred by the District Governor Elect's Executive in setting up their Cabinet shall be reimbursed, by the Cabinet Treasurer of the day, from the District Administration Account, within the Administration Budget.

4.3.2.4. All expenses incurred by the District Governor Elect's Executive in conducting the Club Officers' Training Seminars, shall be reimbursed from the District Administration Account within Training Budget/GLT Budget

4.3.2.5. The District Governor Elect is to announce their Cabinet at the February Cabinet meeting prior to taking office. This should be done even if all positions are not filled. The current District Governor should allow such time at the Cabinet meeting.

4.3.2.6. Fifty (50) District 201 Q1 pins will be provided to the District Governor for their personal use during their term of office.  
Where District 201 Q1 is hosting a Multiple District or International Lions event during the Governor's term, the allocation will increase to 250 pins to support appropriate representation and exchange.



#### 4.3.3. Changeover Event

- 4.3.3.1. The handover dinner is to be a Welcome Home for the District Governor and a Farewell for the Immediate Past District Governor.
- 4.3.3.2. The District Governor shall appoint a Dinner Chairperson for the handover dinner.
- 4.3.3.3. The District Governor shall be responsible for the handover dinner programme and arrangements.
- 4.3.3.4. The District Governor, Immediate Past District Governor, their Cabinet Secretaries, Cabinet Treasurers and Assistant Cabinet Secretaries, the First and Second Vice District Governors, the Constitution & By-Laws Chairperson and their partners shall be official guests.
- 4.3.3.5. The official guests as nominated in 4.3.3.4, the Function Chairperson, Past International Director/s (who are members of District 201 Q1) and their partners shall be the official party and be seated at an official table. In the event of the Lord Mayor, State or Federal Member being present they shall be included in the official party, including their partners.
- 4.3.3.6. The Immediate Past District Governor shall make all presentations during the first half of the handover dinner programme.
- 4.3.3.7. The District Governor may introduce their Cabinet Officers, make any presentations, or address the function following all presentations made by the Immediate Past District Governor.

#### 4.3.4. Awards

- 4.3.4.1. The Immediate Past District Governor may present awards to District Officers in recognition of their efforts and contribution throughout the year.
- 4.3.4.2. A budget of \$7,000 including credits with our various Lions Foundations may be used to cover cost of these awards. All expenses are to be incurred to the District Administration Account.
- 4.3.4.3. It is the prerogative of the Immediate Past District Governor to hold a function at another time described in this Policy to make awards to District Officers as warranted.
- 4.3.4.4. The District Governor and/or District Governor Elect shall be responsible for the collection of District Award (if required) at Multiple District and International Conventions and arranging their safe transportation back. District will reimburse the cost of shipping or additional baggage whichever is the lesser."
- 4.3.4.5. District Governor Recognition  
The District Governor Elect, and current Cabinet Secretary shall decide on the form of the presentation to be made to the District Governor on their retirement from office. The cost of the presentation shall be a charge against the District Administration Fund and may not exceed \$500.00.

#### 4.3.4.6. Past District Governors Lapel Pin

The District shall no longer provide or fund a separate Past District Governor Lapel Pin. The official District Governor Lapel Pin, supplied by Lions Clubs International and inscribed with the year of service, is deemed a comprehensive and appropriate acknowledgment of the District Governor's term. The issuance of an additional Past District Governor Lapel Pin is, therefore, considered redundant and unnecessary. Consequently, no such Lapel Pin or similar items shall be purchased or presented at the expense of the District Administration Fund.



## Section 5 – District Convention

### 5.1. Policy Statement

The District shall conduct a Convention annually, for the purposes of the electing the District Governor and meets the other requirements in accordance with Article VII of the Constitution.

### 5.2. Policy

The District shall conduct its annual Convention during the first weekend in November in accordance with the Constitutional requirements of the Association. Provided that Cabinet may, at the request of a Club conducting a Convention, authorise that Club to conduct a Convention on another weekend in the months October or November.

#### 5.2.1. Convention Organising Committee

5.2.1.1. A Convention Committee will be established by the Host Club or appointed by the District Governor consistent with the Lions Club International Convention Guidelines.

5.2.1.2. The District Governor may appoint a Master of Ceremonies who will form part of the Convention Committee.

#### 5.2.2. Convention Standing Committee

Role of Convention Standing Committee. The duties of the Convention Standing Committee are as follows:

- a. Carry out site inspections of the proposed venue to ensure that District Policy is observed in relation to provision of:
- b. The Auditorium is of sufficient size to accommodate the numbers expected to attend.
- c. The area for the social functions is of sufficient size to cater for the anticipated attendance, particularly the Banquet (or whatever the largest function is described as)
- d. The stage is of sufficient size to accommodate the business sessions and entertainment for social functions.
- e. The audio/visual equipment will cater for all needs in that area.
- f. The proposed area and location for display booths is adequate and fulfils the requirements in Policy Minute Appendix C on Conventions.
- g. The proposed catering arrangements are sufficient for all functions, morning and afternoon teas etc.
- h. Ease of accessibility.
- i. Sufficiency and proximity to Convention venue of parking.
- j. Accommodation available to Conventioneers.
- k. Any other items as required by the District Governor.





### 5.2.3. Convention Budget

- 5.2.3.1. The Convention Organising Committee will submit a preliminary budget and draft budget of all matters pertaining, to the Cabinet Meeting immediately after the Convention and the first Cabinet Meeting held in the calendar year of that Convention respectively
- 5.2.3.2. Hospitality Books for Operation Friendship shall be limited to four (4) for any one Convention and that the cost of the Hospitality Books for the Convention for invited overseas visitors be included in the Convention budget.
- 5.2.3.3. The District Governors of any three of Districts 201 Q2, Q3, N1 and Q4 and their partners may be official guests at Convention for hospitality books and accommodation only. Costs are payable from the Annual Convention Fee Levy Fund (By-Law VII Section 1) in District Administration Account.

### 5.2.4. Convention Housing & Registration

#### 5.2.4.1. Registration Fee

The registration fee shall be established at the May meeting of the Cabinet of the year which precedes the convention.

#### 5.2.4.2. Registration Cancellations:

- a. All cancellations of Convention accommodation and hospitality shall carry a 10%, cancellation fee.
- b. Refunds to persons who cancel after registration closing date will only be made in proportion to Convention profitability.
- c. There will be no refunds for the District Convention for cancellations within seven days of the first day of Convention, except at the discretion of the District Governor
- d. No refund will be given to persons who do not cancel.
- e. All cancellations must be made in writing to the Convention Committee.
- f. Payment, including deposits for Convention accommodation and hospitality are transferable if requested in writing to the Convention Committee.
- g. If there are, in the opinion of the Convention Committee, extenuating circumstances for a cancellation, notwithstanding anything above, the Committee may, with the concurrence of the District Governor, make an ex-gratia payment to the Lion concerned.

#### 5.2.4.3. Host Club

Members and their partners of the Host Club(s) of District Convention of the day shall pay the cost price charged to the Convention Committee for the Hospitality Books and tickets to individual functions.

#### 5.2.4.4. Venue Hire Deposit

The Convention Organising Committee shall be able to request a small advance for the purpose of paying the Venue Hire Deposit from the District at the February Cabinet meeting in the calendar year of the Convention. This amount will come from the Annual Convention Fee Levy Fund (By-Law 7 Article 1)



#### 5.2.4.5. Convention Satchels

Each Lion who registers at a District Convention shall on registration receive a convention satchel containing the Convention Handbook, Annual Financial Report, name tag and tickets to events, and when it occurs, promotional material for candidates for the office of International Director. A notepad and pen may also be included.

- a) No material may be provided for delegates for inclusion in a Convention satchel which in the opinion of the CBL is, or may be, offensive, defamatory or of a nature likely to occasion embarrassment or distress.
- b) Convention Satchels: Where a Lion and their spouse or companion are both Lions and both register at a District Convention, they shall be afforded the same status as given to any single Lion and specifically that each will receive on registration a convention satchel containing all convention papers and other relevant materials.
- c) Promotional material from Lions projects and foundations be made available from the display stand of that project.
- d) Where the Lions project or Foundation does not have a display stand, and in the case of promotional materials provided by others, that the material be made available to delegates in a location immediately adjacent to the registration area, for self-selection.
- e) The Convention Committee provides advice to the District Governor, immediately following the Convention, regarding the utilisation of this material by delegates.
- f) Registrants to the Convention are to be provided with the option of receiving the Convention Handbook as a digital (PDF) version by indicating such on the registration form.

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These provisions to take effect from 1 August 2022.

#### 5.2.5. Notices of Motion & Standing Orders

##### 5.2.5.1. Notices of Motion

All District Project Notices of Motion must provide at least the following details: Explanation of Project, Organisational arrangements and Financial Management.

##### 5.2.5.2. Standing Orders

One copy of the Standing Orders for District Convention shall be sent to each Club in District 201 Q1 with the Convention Notices of Motion for that District Convention and hard copies will be available to all Conventioneers.

#### 5.2.6. Attendees

Each Lion attending the District Convention will be identified in the following manner:

- a. Delegates - Red indicator
- b. Alternates - Green indicator.
- c. Other Lions - No indicator



## 5.2.7. Convention Events and Activities

### 5.2.7.1. Activities or Events Approval

All activities or events proposed for the District Convention will be subject to review by the Convention Organising Committee and approved by the District Governor. All such activities and events should be determined at the May Cabinet meeting of the year which precedes the convention.

### 5.2.7.2. Meal Functions

Ticket costs for meal functions shall be made on the basis that the entire cost of the function will be covered in the tickets sold. Such functions are not to be subsidised by the District.

### 5.2.7.3. Shows and Entertainment Review

Shows and entertainment format, acts and special effects shall be reviewed by the Convention Organisation Committee before finalisation with the District Governor.

### 5.2.7.4. Remembrance Ceremony

The Remembrance Ceremony shall recognise the names of deceased Lions, Lionesses and Leos or their partners. Partners of Lions, Lionesses and Leos who are previously deceased shall also be recognised. Clubs are to notify the Cabinet Secretary as soon as possible of such deaths and forward a suitable photo of the deceased for inclusion in the Remembrance Ceremony at the next District Convention. The District Governor has discretion to include in the Ceremony other persons of significance in the District or the Association generally.

## 5.2.8. District Governor Elect – Convention Promotion and Communication

**Commented [IB2]:** Have reworded slightly

Upon the conclusion of the current District Convention, the District Governor Elect (DGE) shall be duly authorised to initiate promotional and preparatory activities pertaining to the forthcoming year's District Convention. This authority encompasses, but is not limited to, the public announcement and preliminary engagement with clubs regarding relevant convention matters.

While the Convention Committee shall already be constituted, all formal communications with clubs, including but not limited to electronic mail, newsletters, and promotional content, must be disseminated exclusively via the Cabinet Secretary through designated and approved District communication channels. The current District Governor is expected to support this process and shall not obstruct or unreasonably limit the DGE's ability to promote or prepare for the upcoming Convention.

## Convention Procedure

Refer to Appendix C



## Section 6 - District Service Activities

### 6.1. Policy Statement

Commitment to Service. Individual Lions and Leo clubs volunteer to address local humanitarian needs by using their time, talent, voice and resources to improve the overall wellbeing of their communities. Collectively, the efforts and contributions of Lions and Leo clubs, districts, multiple districts, and Lions controlled entities/foundations have the potential to advance global development agendas and address some of the greatest maladies afflicting humanity today. To that end, we are committed to uniting Lions and Leos in tackling pressing global challenges through the development and support of strategic, comprehensive, and measurable service opportunities.

### 6.2. Purpose

The purpose of this policy is to provide administrative guidelines to facilitate various service activities of the District.

### 6.3. Policy

District Activities are defined as

- Global Cause. A topical area of service with identified goals and specific strategies to execute towards the achievement of those goals. These strategies include but are not limited to LCI service programs, LCIF grants, advocacy opportunities, and strategic partnerships that enhance service impact.
- Youth Programs. Youth of the Year, Youth Exchange, Leos & Peace Poster & Essay Competition.
- District Projects. Activities that address local community needs as identified by Lions and Leo clubs and are endorsed as a District Project in the Constitution.

#### 6.3.1. Financial Support

6.3.1.1. Global Cause & District Project must be financially self-supporting

6.3.1.2. Youth Programs expenditure must not exceed the Youth Levy Fund held by District

6.3.1.3. District Chairperson's expenses are to be debited to the District Activities Account where expenses are incurred due to the Activity and in line with a budget submitted at the beginning of a Lions year.

6.3.1.4. Income for each activity shall be from participating Clubs, together with such sponsorships as become available from time to time.

6.3.1.5. Surplus funds at the end of each operating year are to retain their identity of purpose, unless otherwise determined by the Cabinet.

6.3.1.6. Expenditure shall be limited to all expenses in connection with the activity, including the District Chairperson's administration costs and out of pocket expenses and other legitimate management expenses as determined by the District Governor and or Cabinet.



6.3.1.7. Any or all requests for funds from District Activities Account, with the exception of monies required to satisfy 8.5 above, are to be lodged in writing with the Cabinet Secretary thirty (30) days prior to the Cabinet Meeting at which such request is to be discussed. Full organisational details are to accompany the submission together with any relevant supporting information such as other sources of finance, etc. Such details are to be provided to all Cabinet Officers for perusal prior to the meeting. Notwithstanding the above, the District Governor can, at their absolute discretion, place before the Cabinet a request for monies from this account.

#### 6.3.2. Peace Poster & Essay Competition

The District will provide a suitably inscribed perpetual shield for the District winner of the Peace Poster competition. This will be engraved with the name of the winner and the shield to be held by the winner's school for the next twelve months. A suitable plaque also to be presented to the winner.

#### 6.3.3. Christmas Cakes Rebate

That annually, from the rebate due to District 201Q1 in relation to the sales of Lions Christmas cakes and puddings, fifteen per cent of the gross rebate be placed in an account to provide, while ever funds are available, a non-returnable grant of one thousand dollars to Lions Clubs chartered within district 201Q1, to kick start their community service activity account. That all funds remaining at the end of a Lions year be retained in the fund for use in the following year.

#### 6.3.4. Leos

Leo District Finalist will be presented with an award provided by the Lions Club of Brisbane Macgregor. This will include:

- a. A prize of \$1,000
- b. A plaque bearing the inscription "Winner of Lion Paula Davoren Leo of the Year – 201Q1 2020"



## **Section 7 - District Newsletter**

### **7.1. Policy Statement**

The District will regularly publish a newsletter to positively promote the District, its activities, and the members; to inform Lions with up-to-date information; to provide opportunities for Q1 Clubs to promote appropriate service related activities. Advertising will be limited to District Governor's discretion and community or non-profit organisations' activities.

### **7.2. Purpose**

The Newsletter is to serve as a medium for communication among Q1 Clubs & Members, and as a voice for the diversity of Lions Stories within the District.

### **7.3. Policy**

#### **7.3.1. District Newsletter**

A District Newsletter shall be published periodically and distributed to every Club

#### **7.3.2. Budget**

Costs for the production of the Newsletter should be a cost against the District Administration Account and a budget shall be submitted to the District Treasurer at the start of the year

#### **7.3.3. Distribution**

Copies shall be forwarded to International, Multiple District 201 Office, and Multiple District 201 Council Chairperson and sent to each District Officer.



## Section 8 – Membership & Extension

### 8.1. Policy Statement

The District aims to provide support and services to Lions Clubs, which are relevant, fair and consistent with the objectives of the Constitution.

### 8.2. Purpose

The purpose of this policy is to outline the applicable process and procedures pertaining to the request for New Clubs, Club Closures, Extension Activities, Charter Dinners & Regalia, Guiding Lions and reporting, including other important information to support the Membership & Extension within the District.

### 8.3. Policy

#### 8.3.1. New Club Request

8.3.1.1. Any extension of a new club must be investigated for feasibility before proceeding.

Permission of the District Governor in writing must be obtained before an investigation is started. The following information must be supplied to the District Governor to enable the District Governor to decide whether the investigation should proceed:

- a. Name of proposed sponsoring club or District.
- b. Which area or suburb/s proposed club will service.
- c. Names and suburbs of closest Lions Clubs.
- d. Reasons for believing the area or suburb will sustain a Lions Club.
- e. Has the Global Action Team been consulted for assistance?
- f. That the District Governor and Executive and Global Action Team could be assured that the new Club had the necessary information to appreciate all their benefits and obligations.

8.3.1.2. Report of the conclusions of the investigation must be reported to the District Governor and permission in writing received before proceeding to attempt to form the new Club.

8.3.1.3. The Global Membership Team District Coordinator is available for advice on the best way to proceed and the proposer must confer with the Global Membership Team District Coordinator before proceeding.

8.3.1.4. Detail information of the progress of the extension must be reported via the Global Membership Team District Coordinator to the Cabinet

8.3.1.5. All applications for extension made in any one Lions year need to be signed off no later than 20 June of that Lions year so all paperwork can be completed by the Incumbent District Governor and sent to Lions International in time for processing in that year.



### 8.3.2. Club Closure

- 8.3.2.1. When a club is choosing to disband, it is important that the club members meet and vote to do so and then record the result of the vote in the club's minutes. Please forward those minutes to us and also indicate the intended month for the club to close. Please email the minutes to [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org) and the District Cabinet Secretary [cabsec.Q1@lions.org.au](mailto:cabsec.Q1@lions.org.au) & District Governor [DG.Q1@lions.org.au](mailto:DG.Q1@lions.org.au)
- 8.3.2.2. Prior to submitting the minutes assist any members who want to transfer. The secretary of the club which is disbanding should report the members as "dropped transfer" and the club accepting the transfer members should report them as "transfers." LCI will place the club into Status Quo when the minutes and governor's acknowledgement are received at which point no changes can be made to the club's roster. All documents are reviewed and upon completion of that review, will be cancelled at the next available board approved club cancellation date, which is typically the 29<sup>th</sup> of each month.
- 8.3.2.3. Please contact the Membership Billing Department at 630-203-3820 or by email [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org). Any outstanding accounts should be paid first, including district, multiple district and international dues. Any remaining administrative funds may be donated at the club's discretion, while community funds must be returned to the community.
- 8.3.2.4. The District Governor provides their acknowledgment in writing stating they are aware the cancellation of this club. The governor's acknowledgement may be sent to us at [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org).
- 8.3.2.5. If the club charter is still within the club's possession, please collect and return it to the English Language Department at Lions Clubs International or return to a district cabinet officer.





#### 8.3.3. Expenses

Travel expenses as per the International Rule of Audit may be paid to the Lions carrying out Extension activities.

#### 8.3.4. Charter Dinner

All arrangements for the Presentation of Charter Dinner, including the date and venue, shall be approved by the District Governor.

#### 8.3.5. Regalia Fund

That all Clubs in District 201 Q1 be asked to make a voluntary contribution annually to a “Regalia Fund” established by the District for the purpose of purchasing essential regalia required by new Clubs on the occasion of their Charter. That all Clubs be asked to contribute \$50 per Club towards this fund to be billed in the July billing each year.

#### 8.3.6. Guiding Lion Allocation

All newly chartered Clubs within District 201 Q1 will have allocated one (1) Certified Guiding Lion and one (1) Guiding Lion who has held that position previously and may not have sought recertification but has the approval of the District Governor.

#### 8.3.7. Reporting

8.3.7.1. New Clubs shall submit Monthly Membership Reports as from the date of charter.

8.3.7.2. Monthly Membership Reports shall be completed each month electronically by the date prescribed by the Cabinet Secretary.

8.3.7.3. After Club elections each year, it is recommended that the incoming Secretary be invited by the outgoing Secretary to help prepare the last two (2) Monthly Membership Reports.

8.3.7.4. Monthly Activity Report must, if requested by the incumbent District Governor, be submitted by all Clubs



## Section 9 - Miscellaneous

### 9.1. Installation & Changeovers

Clubs are reminded that when they invite a District Officer to address their Club or to perform an Installation, the District Officer is a guest of the Club and the Club may pay traveling and accommodation expenses plus meals incurred in that visit as per the International Rules of Audit.

### 9.2. Zone Chairpersons Visitations

Clubs are reminded that they shall pay hospitality costs on the official visit of the Zone Chairperson and Region Chairperson for their Zone or Region.

### 9.3. Club Projects

9.3.1. It is recommended that any Club wishing to fund raise in the area of another Club, firstly advise the other Club of its intention.

9.3.2. Where a public facility such as a show ground, racecourse, stadium, etc., falls within the boundaries of a particular Club, that Club cannot deny the use of that facility to another Club as a Fund Raising Venue. The Club within whose boundaries this facility is located should still be informed of the other Club's intention.

### 9.4. Absence of District Governor

The First Vice District Governor shall administer the District in the absence of the District Governor.

### 9.5. Tributes

Floral tributes or any donation in lieu of in relation to bereavement of a deceased Lion, Lions Partner, Lioness or Leo may be paid from the District Administration Account, provided however such approval has been granted by the District Governor or the Cabinet Secretary.

### 9.6. Multiple District Group Policies

That District 201 Q1 shall abide by the guidelines outlined in the Policy Document as agreed to by Multiple District 201 Council and any amendment thereto but not limited to the following:

- i. MD201 (Lions Australia) Privacy Policy
- ii. Data Breach Response Plan
- iii. MD201 (Lions Australia) Complaint Handling Policy
- iv. MD201 Social Media Policy
- v. MD201 Child Safe Policy
- vi. MD201 Code of Conduct
- vii. MD201 Complaint Handling Procedure
- viii. Lions Clubs International Privacy Policy

Where above policies conflict with the Lions Club International Board Policies the Lions Club International Policies shall take precedent"



## 9.7. District Flag Set ("Flag Set")

- 9.7.1. The District Flag Set is for the use of Lions Clubs in District 201 Q1. primarily at the District 201 Q1 Convention and for any other Lions activities approved by the District Governor provided that a formal written request has been lodged preferably at least one month in advance of the event The Flag Set is for use at District 201 Q1 Conventions.
- 9.7.2. District Cabinet will approve the appointment of a Custodian Lions Club ("Custodian") which shall store the Flag Set at a secure, weatherproof and pest-proof location as approved by District Cabinet. The Custodian will maintain a Register of the contents of the Flag Set and note all borrowings and returns with dates and provide an annual report to the District Q1 Cabinet Secretary no later than the May Cabinet meeting and at any other times at the request of the District Cabinet.
- 9.7.3. Insurance of the Flag Set covering storage and transport between the approved storage location and the approved Lions event, will be arranged by the Cabinet Secretary and paid for by District
- 9.7.4. The use of the Flag Set is subject to the following conditions:
- 9.7.4.1. The Flag Set, or any part thereof, including flags, flag stand, storage boxes and flag poles, shall not be released by the Custodian, for any purpose, without prior written approval by the District Governor following a formal written request from the borrowing Lions Club ("Borrower")
  - 9.7.4.2. Individual flags from the Flag Set are not to be released for any purpose other than as a set of the key flags of Lions Constitutional Area #7 otherwise referred to as the ANZI Pacific flags including:
    - i. Lions Clubs International;
    - ii. Leo Clubs;
    - iii. Australia; New Zealand; Indonesia;
    - iv. Timor Leste; Papua New Guinea;
    - v. Australian State Flags (QLD, NSW, VIC, TAS, SA & WA)
    - vi. Australian Territory Flags (Norfolk Island, Northern Territory and Australian Capital Territory)
    - vii. Australian Aboriginal and Torres Strait Islander flags
    - viii. Pacific island nations hosting Clubs as listed by Lions Clubs International
  - 9.7.4.3. It will be the responsibility of the Borrower to arrange for transport of the Flag Set from the Custodian storage and return to the Custodian within 7 calendar days of the date of the close of the approved event. In the case of the use of the complete Flag Set the Borrower shall transport the flags using the purpose-built District Flag trailer.
  - 9.7.4.4. An audit of the Flag Set, by a District Cabinet representative nominated by the District Governor, will be performed at the conclusion of each District Q1 Convention prior to the return to the Custodian and a report provided to the Cabinet Secretary within 30 calendar days of the close of the Convention. The audit is to include a list of all the flags provided with the Flag Set including their condition and or loss status together with any recommendations to Cabinet related to keeping the Flag Set up to date and in good condition.



9.7.4.5. Any and all costs relating to transport, damage or loss of Flags occurring, while in the possession of the Borrower, will be to the account of the Borrower. To this end, for Borrowers other than the District Convention Committee, a security bond of \$250 is to be lodged with the District Treasurer at least 7 calendar days from the approval of the District Governor and prior to the collection of the Flag Set from the Custodian.

9.7.4.6. The Flag Set must only be returned by the Borrower to the Custodian and not another Borrower unless expressly approved in writing by the District Governor in order to reduce transportation time and costs. An emailed approval would be acceptable.

#### 9.8. Telemarketing

9.8.1. That we adopt the following in relation to Telemarketing as laid down by Multiple District 201 as amended from time to time. This policy is set out in chapter 4.19 (page 12) of the Multiple District 201 Club Administration Manual (27 October 2014).

9.8.2. That where telemarketing or professional fundraising takes place beyond the boundaries of one Club but within the boundaries of a District, it shall require the approval of and supervision by a district Cabinet in a form decided by the Cabinet, ensuring the good reputation of Lions Clubs International – NM 33 – Canberra (1998).

9.8.3. That where telemarketing or professional fundraising takes place beyond the boundaries of a District, it shall be approved and supervised by a body, Foundation or Committee established jointly by the Districts so involved.

#### 9.9. Financial Loss by District

9.9.1. Should District 201Q1 suffer financial loss in any form for any amount whatsoever resulting from actions taken or not taken either directly or indirectly by any Club in this District, the District Executive will ensure that an invoice for the amount of the loss is sent to the Club causing this financial loss stipulating that payment in reimbursement be made within the 14 days of the date of the invoice.

9.9.2. If some reimbursement is not received by the stipulated date the District Executive is to follow up the matter with the said club in any appropriate manner for the period not exceeding 7 days.

9.9.3. Should a club fail to reimburse the District by the end of this 21 day period or come to an acceptable settlement, the District Executive is to support the District Governor in the imposing of sanctions against the club causing the financial loss. These sanctions are to include a request to look to Lions Club International to put the club into Status Quo.



## Section 10 - District Disaster Policy

10.1. This policy will be found in Appendix A of these Policy Minutes.

## Section 11 - District Email Policy

### 11.1. Policy Statement

This Email Policy contains the standard guidelines and restrictions regarding use of a Lions' email system.

### 11.2. Purpose

The purpose of this email policy is to ensure the proper use of email system and make users aware of what deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Lions.

### 11.3. Policy

#### 11.3.1. District Officers:

- 11.3.1.1. A generic e-mail address is to be created for each Club and District Officer and used wherever possible by the Cabinet Secretary.
- 11.3.1.2. It is desirable that District Officers using email make their email address available to the Cabinet Secretary.
- 11.3.1.3. That District Officers notify the Cabinet Secretary of any change to their email address.
- 11.3.1.4. That the Cabinet Secretary maintain the list of District Officer email addresses.
- 11.3.1.5. That the Cabinet Secretary be permitted to use the email addresses held to communicate with District Officers and Clubs for any District business.
- 11.3.1.6. That the Cabinet Secretary does not act as the "mailbox" for email, that is District Officers wishing to communicate with another District Officer should do so direct, but a copy of any email sent should be "cc'd" to the Cabinet Secretary.

#### 11.3.2. Clubs:

- 11.3.2.1. Each Club (excluding Branch & Leos Clubs) will receive access to an Office 365 account & Email address provided and managed by Lions Clubs Australia for the purpose of sending and receiving emails related to Lions business
- 11.3.2.2. The Office 365 Administrator for each Club will be their Secretary or person designated by the Club
- 11.3.2.3. The Lions Club email address defined in Office 365 should not be re-directed to any other email account.
- 11.3.2.4. Each Club is responsible for the security of their Club's Office 365 Account
- 11.3.2.5. Cabinet Officers may use the Club email addresses, noting that email correspondence should be:
  - a. no more frequent than reasonably necessary;
  - b. kept brief;
  - c. Not have large attachments.
- 11.3.3. Any email communication between a Club and a District Officer should be copied to the Cabinet Secretary.
- 11.3.4. Email communications between Clubs are only for Lion's business.



## Section 12 – Social Media Policy

### 12.1. Policy Statement

This Social Media Policy outlines the District's expectations of Cabinet Officers when using social media or making public comments online. The District embraces the use of social media for the awareness, promotion and engagement of Districts' services activities and is committed to ensuring that social media engagement connected with Lions is lawful, professional and respectful.

### 12.2. Purpose

The purpose of this policy is to encourage Cabinet Officers to generate appropriate social media content in connection with District. It also aims to set expectations and protocols to ensure that social media posts are consistent with the values of Lions Clubs International and that posts made through its social media channels do not damage the District's reputation.

### 12.3. Policy

#### 12.3.1. Social Media

Social Media includes but is not limited to:

- a. Twitter
- b. Facebook
- c. Instagram
- d. YouTube
- e. Online chats & forums
- f. And any new forms of Social Media that may emerge from time to time

#### 12.3.2. Management

12.3.2.1. The District Governor shall nominate a Social Media Coordinator to co-ordinate District's social media management

12.3.2.2. The Social Media Coordinator has responsibility for overseeing the District's Social Media Strategy. Their role includes:

- a. Determining which social media platforms are most appropriate for District's to engage in, and policing those boundaries
- b. Ensuring that all posts are in keeping with Lion's mission, values, and policies
- c. Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content), and to minimise the risk of a repeat incident
- d. Ensuring that appropriate and timely action is taken to repair relations with any persons or organisations offended by an inappropriate post
- e. Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic
- f. Developing a strategy for expanding our social media footprint over time



### 12.3.3. Content

All posts that relate to Lions must meet content guidelines for use of social media.

### 12.3.4. Account Access

12.3.4.1. Only Approved Posters should have access to social media account passwords and logins.

12.3.4.2. Access can be granted to the follow roles:

- a. District Governor
- b. 1<sup>st</sup> Vice District Governor
- c. 2<sup>nd</sup> Vice District Governor
- d. Public Relations
- e. Social Media Coordinator



## Section 13 – Working with Children and Youth Policy

### 13.1 Policy Statement

Lions District 201Q1, hereinafter referred to as “the Lions District”, is committed to:

- ensuring the safety and wellbeing of, and preventing harm to, children or youth who are participating in any Lions District projects, functions or activities; and
- responding in a timely and appropriate manner where situations arise where there is harm or potential risk of harm to those children and youth.

Any behaviour that has the potential to harm a child or youth is not acceptable and will not be condoned.

A person who is acknowledged to have engaged in sexual abuse or exploitation of children or youth will not be eligible for Lions Club membership.

### 13.2 Purpose

This policy applies to all 201Q1 Lions District Officers and has been developed to ensure the safety and protection of children and youth whom the Lions District engages with through their projects, functions or activities and to comply with the applicable statutory and organisational requirements, which as a minimum includes:

- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2011
- Blue Card Services Child and Youth Risk Management Strategy Toolkit
- MD201 Lions Australia Child Safe Policy
- 201Q1 Lions District Bylaws and Policy Minutes

For details of all applicable documents refer References section of this Policy. Any actual harm or risk of harm to children and youth must be reported to the District Child Safety Officer, Project Coordinator and District Governor immediately.

It is not the responsibility of Lions District Officers or assisting volunteers to judge or assess the potential harm.

### 13.3 Procedures

Refer to Appendix B for the District Working with Children and Youth Procedure





## Section 14 - Privacy

### 14.1. Policy Statement

The District is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

### 14.2. Purpose

The purpose of this document is to provide a framework for District in dealing with privacy considerations.

### 14.3. Policy

14.3.1. District 201Q1 collects and administers a range of personal information for the purposes of informing members and the public of Lions activities, project and events. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

14.3.2. District 201 Q1 recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cwth).

14.3.3. District 201Q1 is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

14.3.4. District 201Q1 will:

- Collect only information which the organisation requires for its primary function;
- Ensure that members are informed as to why we collect the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.



## Section 15 – Risk Management

### 15.1. Policy Statement

The District will endeavor to minimise the risk any particular operation poses to our organisation, our clubs, our members, or the general public.

### 15.2. Purpose

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

### 15.3. Policy

#### 15.3.1. Risk Definition

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

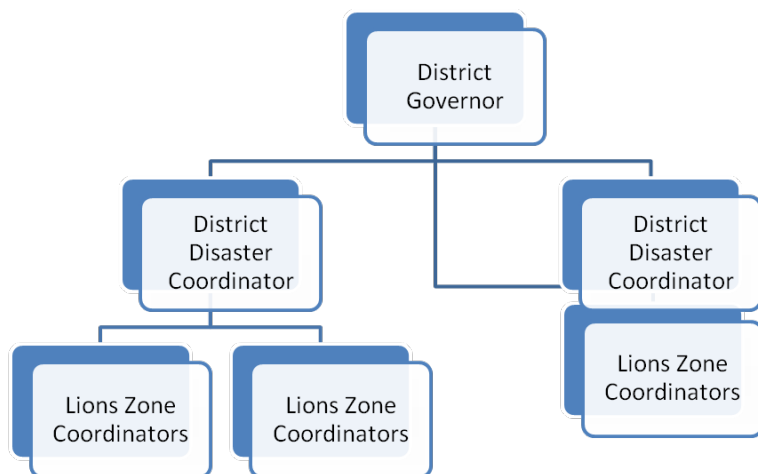
- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

#### 15.3.2. Risk Approach

District 201Q1 has a duty to provide a safe environment for its members and community. District 201Q1 will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.



## LIONS DISTRICT 201Q1 DISASTER PLAN



It is the responsibility of the Lions District Governor in consultation with the District Disaster Coordinators to work with the Zone Chairman and Clubs within their Zones to appoint Zone Disaster Coordinators. These Zone Coordinators should not be members of the Local Emergency Services and they will be responsible for coordinating when the District Disaster Co-ordination Centre is activated. The relevant Lions District Emergency Coordinators could be assigned the role of Emergency Service Coordinators to work out with the Emergency Service Committees or representatives what assistance is required from the Lions.

There should be 3 phases to roll out emergency plan.

- Phase 1 Contact, ready and information stand-by. Know the resources available where to get them, equipment and resources available and how many personnel are available.
- Phase 2 Response: What do we do now?
- Phase 3 Recovery: What has to be done to get the community back to normal and what will be needed and what timeframe will this take?



## **PHASE 1**

### **Responsibility of the District Disaster Co-Ordinators**

1. To call and chair the District Emergency Committee meeting, this will include your Zone Coordinators, Emergency Service Coordinators if possible Local Council Representatives
2. To manage the functions of the Disaster Emergency Plan
3. To support Zone Coordinators to report to cabinet including summary of emergency activities, minutes of District and Zone Meetings
4. To attend Local Council or Regional Council Emergency Meetings where appropriate
5. To appoint an assistant and involve the assistant as required
6. To appoint with consultation with the District Governor any additional coordinators where needed

### **Responsibilities of Zone Disaster Coordinators**

1. To be aware of the Local Government and Local Disaster Emergency Services processes and meet with their local coordinators or other appropriate municipal officers to formalise Lions involvement
2. To discuss your preparedness to attend Local Emergency Management Committee Meetings and to be part of the official process
3. To formalise a cooperative arrangement with the local Red Cross or Local Government Representatives
4. To contact all Lions Clubs in your Zone and obtain the names and contact numbers of a Club Emergency Co-Ordinator. Ask this person to canvass all club members as to their availability in case of an emergency. The task will not be known until the situation arises but are likely to include assisting with catering and supporting Red Cross/Emergency Services in their role, registration of Lions volunteers, and prepare a list of what resources/equipment that members may be able to use or obtain to be used, e.g. tractors, catering equipment, trailers etc. It is important that all information is collated and referred to you.
5. To appoint an assistant for support in the event of an emergency
6. To be aware of the capabilities of other service clubs and volunteer groups in your area
7. To appoint, with consultation with the District Governor, any additional coordinators where needed
8. To be aware of the Local Government and Local Disaster Emergency Services processes and meet with their local coordinators or other appropriate municipal officers to formalise Lions involvement
9. To discuss your preparedness to attend Local Emergency Management Committee Meetings and to be part of the official process
10. To formalise a cooperative arrangement with the local Red Cross or Local Government Representatives
11. To contact all Lions Clubs in your Zone and obtain the names and contact numbers of a Club Emergency Co-Ordinator. Ask this person to canvass all club members as to their availability in case of an emergency. The task will not be known until the situation arises but are likely to include assisting with catering and supporting Red Cross/Emergency Services in their role, registration of Lions volunteers, and prepare a list of what resources/equipment that members may be able to use or obtain to be used, e.g. tractors, catering equipment, trailers etc. It is important that all information is collated and referred to you.
12. To appoint an assistant for support in the event of an emergency
13. To be aware of the capabilities of other service clubs and volunteer groups in your area.



## **PHASE 2**

### **RESPONSE OF ZONE DISASTER RESPONSE CO-ORDINATORS**

1. You could probably receive a few days' notice of the request for assistance. This time can be used to contact club co-ordinators and ensure they are at a heightened state of readiness, but it is possible we could be called upon for immediate action.
2. If a request is received, be honest in the evaluation of your members capabilities. Don't agree to assist if you cannot do it. However, once you have committed and need additional resources contact the Lions District Disaster Co-Ordinator about getting resources from surrounding areas.
3. Ensure all volunteers are signed on and off at the emergency.
4. Keep an emergency management log on an official form to record all actions taken and keep separate record of costs.

## **PHASE 3**

### **Recovery – Zone Disaster Co-Ordinator**

Discuss the work requirements with the club co-ordinator and organise groups response.

Keep the Lions District Disaster Co-Ordinator informed, advise of fundraising necessary and what manpower that may be needed on a District Wide Basis

### **Lions District Disaster Committee**

District Disaster Coordinator (Chairperson)	District Disaster Co-ordinator Assistant
District Governor	1 <sup>st</sup> and 2 <sup>nd</sup> Vice Governors
Cabinet Secretary	Cabinet Treasurer
Immediate Past District Governor	
Local Government/Co-ordinators	
District Public Relation Chairperson	

### **Committee Powers**

This committee has the power to make decisions in relation to the emergency and the power to appropriate the funds from the District Emergency Fund provided that they are within the District Constitution and By-Laws Guidelines. A quorum of 50% plus one is present at the meeting which must include the District Governor or his/her nominated representative.

### **Committee Finances**

The finances shall be administrated by the Cabinet Treasurer. In the event of an emergency the District Governor and District Disaster Co-Ordinator shall be empowered to launch a District appeal.

The District Public Relation Chairperson shall manage newspaper/radio information and promotion and liaise with governments and other senior organisations as required.

In accordance with the Constitution and By-Laws, the District Governor and District Treasurer and District Disaster Co-Ordination must be notified of all payments, donations, and disbursements made by the direction of the committee from the District Emergency Funds.

When and if a voucher system is used, the same must apply, the voucher number name and address of the recipient shall be listed in all cases, and this must remain confidential.



## WORKING WITH CHILDREN AND YOUTH PROCEDURE

*NOTE: in this document all Lions Clubs, Club Branch and Leo Clubs in District 201Q1 - are referred to as 'the Lions Club'.*

### 1. Purpose and Commitment

Lions District 201Q1, hereinafter referred to as “the Lions District”, is committed to:

- ensuring the safety and wellbeing of, and preventing harm to, children or youth who are participating in any Lions District projects, functions or activities; and
- responding in a timely and appropriate manner where situations arise where there is harm or potential risk of harm to those children and youth.

Any behaviour that has the potential to harm a child or youth is not acceptable and will not be condoned.

A person who is acknowledged to have engaged in sexual abuse or exploitation of children or youth will not be eligible for Lions Club membership.

### 2. Scope

This Procedure applies to all 201Q1 Lions District Officers and has been developed to ensure the safety and protection of children and youth whom the Lions District engages with through their projects, functions or activities and to comply with the applicable statutory and organisational requirements, which as a minimum includes:

- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2011
- Blue Card Services Child and Youth Risk Management Strategy Toolkit
- MD201 Lions Australia Child Safe Policy
- 201Q1 Lions District Bylaws and Policy Minutes

For details of all applicable documents refer References section of this Policy.

Any actual harm or risk of harm to children and youth must be reported to the District Child Safety Officer, Project Coordinator and District Governor immediately.

*It is not the responsibility of Lions District Officers or assisting volunteers to judge or assess the potential harm.*



### 3. Definitions

Allegation	An assertion made by someone which is not yet proven in court.
Children and Youth	persons who are under the age of 18 years.
Harm	involves any detrimental effect of a significant nature on the child's and youth's physical, psychological or emotional wellbeing. Harm may be caused by physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.
Inducted Person	Designation of person after having read and signed the Working with Children and Youth Induction
Police Information	about a person, means the following: (a) the person's criminal history; (b) investigative information about the person; (c) information as to whether the person is or has been — (i) a relevant disqualified person; or (ii) the subject of an application for a disqualification order; or (iii) named as the respondent to an application for an offender prohibition order.

### 4. Procedure

#### 4.1 District Child Safety Officer

Given that children and youth participate in Lions District projects, functions and/or activities, the District Governor shall ensure:

- the Lions District Cabinet has a designated position of District Child Safety Officer and that a District Officer is appointed to that position.
- where a District Child Safety Officer is yet to be appointed, or the incumbent is temporarily unavailable, another responsible Lions District Officer is assigned to perform the designated duties of the role.

The District Child Safety Officer will undertake development to increase their understanding and awareness of child safety.

The District Child Safety Officer shall be responsible for performing the designated duties set out in this Procedure.



## 4.2 Blue Card

### 4.2.1 Blue Card Linking

As the Lions District authorised representative, the District Child Safety Officer shall:

- ensure that those Lions District Officers with child or youth roles or responsibilities hold a valid Blue Card or Exemption Card with their respective Lions Clubs (or another organisation).
- submit Link an Applicant/Cardholder to this Organisation form (completed jointly with the Applicant) to Blue Card Services notifying of Lions District link to Card Holder's valid Blue Card.

Lions District Officers with child or youth roles or responsibilities include but are not limited to:

<ul style="list-style-type: none"><li>• District Governor</li><li>• 1st Vice District Governor</li><li>• 2nd Vice District Governor</li><li>• Cabinet Secretary</li><li>• District Child Safety Officer</li><li>• Regional Chairs</li><li>• Zone Chairs</li><li>• District Convention Chair</li><li>• District Leo Chair</li><li>• District Youth of the Year Chair</li><li>• District Youth Exchange Chair</li><li>• Peace Poster Chair</li></ul>	<ul style="list-style-type: none"><li>• District Youth Roles</li><li>• District Public Relations Chair</li><li>• Newsletter Editor</li><li>• Social Media Coordinator</li><li>• Webmaster</li><li>• Global Leadership Coordinator</li><li>• Global Service Coordinator</li></ul>
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Table 4.2.1a – Card Holder to notify Blue Card Services

Circumstance	Form to be completed by Card Holder and lodged with Blue Card Services (refer links in References section of this document)
Any changes to Card Holder's postal or residential address or contact details	Update Contact Details form
Any change of Card Holder's name	Change of Name form
Within 14 days of Card/Notice Letter Lost or Stolen.	Card/Notice Letter Lost or Stolen form

The Lions District Officer holding a Blue Card or Exemption Card is responsible for immediately advising the District Child Safety Officer of any change in their Police information. Note: The Lions District Officer is not required to provide any further details, only that a change has occurred.





Table 4.2.1b – District Child Safety Officer to notify Blue Card Services

Circumstance	Form to be completed by District Child Safety Officer and lodged with Blue Card Services (refer links in References section of this document)
Any changes to Lions District postal address, authorised contact person or telephone details	Update Organisation Details form
When Blue Card/Exemption Card holder ceases to be a Lions District Officer	Applicant/Cardholder No Longer with Organisation form (in liaison with Club Child Safety Officer)
Immediately when advised of any change to Police information by a Lions District Officer Blue Card/Exemption holder	Change in Police Information notification form (in liaison with Club Child Safety Officer)

**Note:** Significant penalties apply if the submitted Blue Card Application is false or Blue Card Service is not notified where required (refer **Offences and Penalties** in References Section of this document).

Table 4.2.1c - Blue Card or Exemption Card Requirements

While not exhaustive, table 4.2.1c – Blue Card or Exemption Card Requirements provides guidance of situations where Lions District Officers and Lions members would be required to hold a valid Blue Card or Exemption Card.

Situation	Blue Card Required
Youth of the Year (YOTY)	YOTY Chairperson (Project Coordinator), Judges, Chaperons (one male and one female) as well as Lions or other adults having direct involvement with YOTY participants under 18 years shall hold a valid Blue Card or Exemption Card.  (refer MD201 Lions Australia Child Safe Policy)
Youth Exchange	Adults directly involved with care role with youth (excludes those in purely administrative role) including Youth Exchange Club Counsellor; Chaperons; Greeters; host families (along with any household occupants over age of 18 years); youth camp personnel staying overnight or in care positions (excluding kitchen staff not in direct care role) shall hold a valid Blue Card or Exemption Card.  (refer MD201 Lions Australia Child Safe Policy)



Leo Club with mixed age groups (under and over 18 years)	All members over 18 years of that Leo Club shall hold a valid Blue Card or Exemption Card.
Transporting children or youth	Lions member transporting a child or youth, who is not a family member, shall hold a valid Blue Card or Exemption Card.

#### 4.2.2 Blue Card Register

The District Child Safety Officer shall be the person responsible on behalf of the Lions District to:

- maintain an accurate and up to date Blue Card Register containing details and status of each:
  - Blue Card, Exemption Card or Link Applicant/Cardholder to this Organisation held or required to be held by Lions District Officers with child or youth roles or responsibilities.
  - Link to organisation form lodged with Blue Card Services on behalf of Lions District Officers with child or youth roles or responsibilities.

#### 4.3 Code of Conduct

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.3 Code of Conduct.

Each Lions District Officer shall manage their own conduct towards children and youth in accordance with requirement of MD 201 Code of Conduct for Lions Members. Additionally, when working with children and youth, Lions District Officers are to model appropriate conduct including but not limited to those set out below and not engage in inappropriate conduct:

Appropriate Conduct	Inappropriate Conduct
Interactions	
<ul style="list-style-type: none"> <li>• Be a positive role model and treat children and youth with respect, care and understanding as they look to those in authority for trust, help and guidance.</li> <li>• Promote safety, participation and empowerment of children and youth.</li> <li>• Encourage children and youth to share in decision making.</li> <li>• Build relationships based on trust and respect.</li> <li>• Respect the privacy of children and youth and only disclose information to those who need to know.</li> <li>• Encourage children and youth to keep themselves safe and understand what to do to report any situation that arose where they felt unsafe or at risk of harm while</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in bullying and harassment.</li> <li>• Express personal views on cultures, religion, race or sexuality or discriminating against any child or youth based on culture, race, ethnicity or disability.</li> <li>• Engage in actions or behaviour that have the potential to cause physical, emotional or psychological harm.</li> <li>• Engage in form of sexual conduct or relationship with a child or youth, including making sexually suggestive comments or sharing sexually suggestive material.</li> <li>• Be in an enclosed room or engaging in undisclosed private meeting or discussion alone with a child or youth that is not a member of own family.</li> </ul>



participating in a Lions District Officer project, function or activity.	
Physical Contact	
<ul style="list-style-type: none"> <li>Physical contact where it is necessary to protect child or youth from physical harm or assist them with an injury or medical emergency or help them with club activities. Permission from Parent or Guardian may be required.</li> <li>Be proactive regarding taking any actions necessary to ensure child and youth safety.</li> </ul>	<ul style="list-style-type: none"> <li>Touch a child or youth in a manner which could give rise to a suggestion of it being consistent with that involving "child grooming".</li> </ul>
Language and Communication	
<ul style="list-style-type: none"> <li>Ensure any interaction or communication with children and youth is age appropriate and limited to that relating to the Lions project, function or activity.</li> <li>Ensure language used is positive, honest and respectful.</li> <li>Challenge unacceptable behaviour, language or actions.</li> </ul>	<ul style="list-style-type: none"> <li>Use language that is offensive, racist or discriminatory.</li> <li>Make sarcastic, insensitive, derogatory or sexually suggestive comments, jokes, innuendos or gestures about, to or in front of a child or youth.</li> </ul>

#### 4.4 Smoking, Alcohol and other Substances

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.4 Smoking, Alcohol and other Substances.

Each Lions District Officer shall not:

- allow themselves to be placed in a position where there can be any suggestion that the consumption of alcohol may have affected their ability to exercise proper care and ensure the safety of children and youth.
- openly smoke in the presence of children or youth.
- offer tobacco products, alcohol and other substances to any child or youth present.

#### 4.5 Venues and Functions

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.5 Venues and Functions.

#### 4.6 Parent/Guardian Permissions

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.6 Parent/Guardian Permissions.

#### 4.7 Communication and Media

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements



set out in Club Working with Children and Youth Procedure Section 4.7 Communication and Media.

#### 4.8 Transportation

Ideally, children or youth should have their own transport to or from Lions District projects, functions or activities provided or arranged by their parent/s or guardian/s.

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.8 Transportation.

#### 4.9 Accommodation

Leos, Youth Exchange or Youth of the Year (YOTY) participants under 18 years must comply with requirements set out in MD201 Lions Australia Child Safe Policy instead of Section 4.9 of this Procedure.

Children or youth required to stay away from home (overnight or longer) when participating in Lions District projects, functions or activities should ideally be accommodated with their parent/s or guardian/s.

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.9 Accommodation.

#### 4.10 Youth Exchange

Comply with requirements set out in MD201 Lions Australia Child Safe Policy (particularly Section 19) in addition to those applicable within this Procedure.

#### 4.11 Leo Club

Comply with requirements set out in MD201 Lions Australia Child Safe Policy (particularly Section 20) in addition to those applicable within this Procedure.

#### 4.12 Youth of the Year (YOTY)

Comply with requirements set out in MD201 Lions Australia Child Safe Policy (particularly Section 21, Appendix 4 and Appendix 6) in addition to those applicable within this Procedure.

#### 4.13 Harm Allegation Response

All Lions members have a responsibility to respond immediately and ensure the actions detailed below are taken without delay when notified of a child or youth having experienced harm or at risk of harm relating to a Lions District project, function or activity:

Actions required to report allegation of harm	Responsibility
<p><b>1. Listen and protect</b> Listen carefully, be nonjudgmental and reassure informant they have done the right thing in reporting the allegation and the child or youth will be protected from further harm.</p> <p>Ensure immediate safety of child or youth by taking any action necessary to remove him or her from potential harm.</p>	<p>Lions member initially notified of allegation (with assistance provided by District Child Safety Officer or District Project Co-</p>



<p><b>2. Get the facts, don't interrogate</b> Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities. There is a potential for contamination of evidence by repeated questioning and this in itself may constitute further abuse.</p> <p>Explain requirement to tell those in authority about the harm allegation to make it stop and ensure that it doesn't happen to others. Maintain privacy and avoid gossip or blame.</p>	ordinator where necessary)
<p><b>3. Document don't investigate</b> Record the conversation, date, time and names of all persons present at that time, location, name of complainant, record the young person's exact words on the Harm Allegation Report.</p> <p>Lions members MUST NOT attempt to conduct their own investigation or mediate an outcome between the parties involved.</p>	
<p><b>4. Notify authorised officers</b> Without delay, notify Police along with District Child Safety Officer of harm allegation details as known.</p> <p>In Queensland, the Police will then report the harm allegation to the local SCAN team (Suspected Child Abuse and Neglect team consisting of Police, Department of Child Safety, Department of Health and an Indigenous entity) for discussion and management. Any Lions member can report the harm allegation to Police.</p>	
<p><b>5. Forward Harm Allegation Record when completed to Multiple District Child Safety Officer.</b></p>	District Child Safety Officer
<p><b>6. Exclude alleged abuser from any involvement with Lions children or youth projects, functions or activities as an interim precautionary measure.</b></p>	District Child Safety Officer on behalf of Lions District 201Q1 to liaise with Lions Club President on behalf of Lions Club Board
<p><b>7. Take further advice as required from the Multiple District Child Safety Officer.</b></p>	District Child Safety Officer on behalf of Lions District 201Q1 to liaise with Lions Club President on behalf of Lions Club Board



It is the role of Police to report to parents or guardians involved. This is not the duty of the Lions District Officer or Lions Club.

Ensure the privacy of persons involved and details contained in the HARM ALLEGATION RECORD.

#### 4.14 Suspension or Termination

Where a Lions member is the subject of an allegation of harm to a child or youth or the Lions Club believes the member has breached the Club Working with Children and Youth Procedure or Lions Australia Child Safe Policy:

- The Lions Club Board shall exclude the Lions Club member, against whom the allegation has been made, from all further involvement with Lions children and youth projects, functions or activities as an interim precautionary measure. Failure of the Lions member involved to comply with these requirements may result in the suspension or termination of their Lions Club membership.
- The Lions Club Board may suspend or terminate membership of the Lions Club member involved.
- Lions District 201Q1 may recommend that the Lions Club Board suspend or terminate membership of the Lions Club member involved.
- MD201 Lions Australia may recommend that the Lions Club Board suspend or terminate membership of the Lions Club member involved.

A Lions member or volunteer who admits to, is convicted of, or, is otherwise found to have engaged in sexual abuse or exploitation of a child or youth at a Lions project, function or activity must be prohibited by the Lions Club Board from any further work with children or youth in these settings.

#### 4.15 Historic Allegation of Harm Complaint Handling

Where a historic allegation of harm to a child or youth is raised with the Lions District, comply with requirements set out in MD201 Lions Australia Child Safe Policy Section 22.

#### 4.16 Failure in Duty of Care

As a matter of best practice and in the spirit of protecting vulnerable children and young people it is considered a failure in duty of care when a Lions District Officer or Lions member:

- Knew harm to a child or youth had taken place but did not report it to Police.
- Did not prevent the harm to a child or youth from occurring when the member knew it was a likely outcome.
- Did not adhere to requirements of this Procedure.

#### 4.17 Training and Duty of Care Declaration

##### 4.17.1 Annual Working with Children and Youth Training

The District Child Safety Officer shall ensure Lions District Officers (with child or youth roles or responsibilities):

- read and understand requirements set out in this District Working with Children and Youth Procedure.
- read and understand requirements of MD 201 Code of Conduct for Lions Members, particularly behavioural standards required towards children.



- complete annual Working with Children and Youth training conducted by Lions District by end of August each year.
- complete Working with Children and Youth Duty of Care Declaration upon attendance at annual Working with Children and Youth training.

#### 4.17.2 Training and Induction Records

The Lions District Secretary shall retain, and store copies of documents completed by Lions District Officers at Working with Children and Youth training including:

- Working with Children and Youth Training attendance records
- Working with Children and Youth Duty of Care Declarations

### 4.18 Compliance

#### 4.18.1 Host Club Responsibility Confirmation

The relevant District Chair shall ensure written confirmation is obtained from a Lions Club prior to hosting a District, Region or Zone event involving children or youth, on behalf of a Lions District or Lions Multiple District project, of their Club's acceptance of responsibility for managing compliance with District Working with Children and Youth Procedure requirements applicable for that event.

#### 4.18.2 Progress Reporting

Lions Clubs, across the District, with projects, activities or events involving children or youth shall provide the District Child Safety Officer with regular written updates (at least 6 monthly - September and March) on Club progress towards achieving compliance with District Working with Children and Youth Procedure requirements.

### 4.19 Risk Review

The District Governor and District Child Safety Officer will conduct an annual review of District Working with Children and Youth Procedure and associated forms and when actioned ensure it is noted as part of Lions District Cabinet meeting minutes. A copy of related Lions District Cabinet meeting minutes will then be retained and stored by District Cabinet Secretary by September each year.

Where children or youth are involved in Lions District projects, functions or activities, the relevant District Chair shall ensure that the Club hosting the event complies with requirements set out in Club Working with Children and Youth Procedure Section 4.20 Risk Review.

## 5. References

Queensland Legislation (<https://www.legislation.qld.gov.au/>)

- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2011
- Child Protection Act 1999

Blue Card Services - Dept. of Justice & Attorney General, Qld Gov (<https://www.bluecard.qld.gov.au/>)

- Rights & Obligations of Blue Card Holders link to doc via <https://www.bluecard.qld.gov.au/info-sheets.html> )
- Child and Youth Risk Management Strategy Toolkit - link to doc via <https://www.bluecard.qld.gov.au/risk-management.html>
- Blue Card Application form - link to form via <https://www.bluecard.qld.gov.au/applications/need-to-apply-for-card.html>



- Link an Applicant/Cardholder to this Organisation form <https://www.bluecard.qld.gov.au/pdf/forms/DJAG008-Link-an-applicant-or-cardholder.pdf>
- Applying for an Exemption Card <https://bluecard.qld.gov.au/pdf/flowcharts/Apply-for-an-exemption-card.pdf>
- Exemption Card Application form <https://www.bluecard.qld.gov.au/pdf/forms/DJAG003-E-Exemption-card-application.pdf>
- Change of Name form - link to form via [https://www.bluecard.qld.gov.au/updateContact\\_form.aspx](https://www.bluecard.qld.gov.au/updateContact_form.aspx)
- Update Contact Details form [https://www.bluecard.qld.gov.au/updateContact\\_form.aspx](https://www.bluecard.qld.gov.au/updateContact_form.aspx)
- Card/Notice Letter Lost or Stolen form <https://www.bluecard.qld.gov.au/pdf/forms/DJAG009-Card-notice-letter-lost-or-stolen.pdf>
- Applicant/cardholder no longer with organisation <https://www.bluecard.qld.gov.au/pdf/forms/DJAG013-No-longer-with-organisation-for-organisations.pdf>
- Update organisation details form <https://www.bluecard.qld.gov.au/pdf/forms/DJAG016-Update-organisation-details.pdf>
- Change in Police Information Notification form - link to form via <https://www.bluecard.qld.gov.au/pdf/forms/DJAG027-CH-Change-in-police-information-notification.pdf>
- Offences and Penalties <https://www.bluecard.qld.gov.au/offences-and-penalties.html>
- Blue Card Register <https://www.bluecard.qld.gov.au/pdf/rmst/TEMPLATE-employee-register.xlsx>
- relevant Blue Card Services YouTube video clips <https://www.youtube.com/c/BlueCardQldGovAus>

#### Lions Australia

- MD201 Lions Australia Child Safe Policy <https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>
- MD 201 Code of Conduct for Lions Members <https://lionsclubs.org.au/members/resources/>
- Child Safe Assessment for Leo Clubs <https://lionsclubs.org.au/activities/youth/leos/leo-resources/>

#### Lions District 201Q1 (<https://201Q1.lions.org.au>)

- District Working with Children and Youth Procedure
- District Working with Children and Youth Duty of Care Declaration
- Working with Children and Youth Induction
- Harm Allegation Report
- Lions Blue Card Register
- Project Safety Management Plan

#### Department of Education and Training

Student Protection Procedure <http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>





Appendix C

## CONVENTION HANDBOOK



# DISTRICT CONVENTION HANDBOOK

(refer to document “LIONS  
DISTRICT 201Q1 CONVENTION  
HANDBOOK 2023”)



Lions Clubs International

## Appendix D

# Enkelmann Foundation Committee

## Terms of Reference

### D.1. Committee Objectives

The key objectives of the **Enkelmann Committee** are:

- To manage funds in compliance with the Lions Clubs International financial management guidelines and in accordance with good financial management practices.
- To recommend to 201Q1 District Cabinet the allocation of financial grants to eligible community projects that align with the Lions Clubs International *global causes* and in compliance with the criteria for such disbursements defined by the **Trustee**.
- To maintain transparency and accountability in fund management.
- To report periodically to District 201Q1 Cabinet and constituent Lions Clubs together with other relevant stakeholders on the use and impact of the funds.

### D.2. Scope

The **Enkelmann Committee** will:

- Oversee activities specific to the **Foundation**.
- Review grant funding requests from Lions clubs within District 201Q1 for community service projects within the approved area and make recommendations to Cabinet for approval of such grant funding within the annual limits as defined by Cabinet for the current Lion's year based on the advice of the **Trustee** on the annual approved allocation from the **Foundation**.
- Monitor and report on the implementation progress and outcomes of funded projects.
- In collaboration with the District 201Q1 Treasurer and Constitution & By-laws Chair, ensure funds are managed in compliance with all District 201Q1 Policies and all applicable statutory requirements while abiding by the ethical standards of Lions Clubs International.
- Collaborate with other District 201Q1 Officers, committees and or Lions Clubs when necessary.

### D.3. Composition and Term of the Enkelmann Committee

The **Enkelmann Committee** will comprise the following members:

- **201Q1 District Governor of the day:**
- **201Q1 1<sup>st</sup> Vice District Governor of the day.**
- **The Enkelmann Foundation Trustee:**

201Q1 District Cabinet may approve additional project-specific appointments from time-to-time upon the recommendation of the **Enkelmann Committee** to assist in achieving its objects and completing its scope for a specific project as follows

- **Up to two other appointees** for specific terms related to a specific approved project where the individual(s) have demonstrated experience and skills relevant to the successful completion of that project. Such appointees need not necessarily be a Lions Club member and will not contribute to any other non-project specific **Enkelmann Committee** obligations. The individual(s) may be nominated by the funding grant recipient Lions Club for review and recommendation to 201Q1 District Cabinet by the **Enkelmann Committee**.

Each **Enkelmann Committee** will serve for a term of 12 months from the 1<sup>st</sup> July.



#### D.4. Roles and Responsibilities

- **District Governor:** Leads the committee, sets agendas, and ensures the committee's objectives are met and oversees the engagement with other 201Q1 District Officers.
- **1<sup>st</sup> Vice District Governor:** Collaborating with the 201Q1 District Treasurer, assists with ensuring financial transparency, and preparation of progress and financial status reports. Also ensures the objectives of the Foundation are carried forward into the subsequent Lion's year
- **Trustee:** Assists in grant funding request reviews to ensure compliance with the project criteria stipulated by the **Foundation** in accordance with the Enkelmann Estate wishes.
- **Other appointees:** Provide specific skills and experience to approved projects for an agreed specified term and have no other non-project specific responsibilities.

All **Enkelmann Committee** members are expected to uphold the Lions Clubs International's code of ethics, maintaining honesty, integrity, and transparency in all dealings.

Any conflict of interest, perceived or otherwise, should be declared and managed according to Lions Club International and District 201Q1 policies.

#### D.5. Meetings

The **Enkelmann Committee** will meet at least quarterly prior to the advertised District 201Q1 Cabinet meetings, or as needed, to review and make recommendations to District 201Q1 Cabinet on grant funding requests and agree content for approved project progress reports.

#### D.6. Financial Management

- All funds will be held in a dedicated bank account, or other approved and clearly identifiable instrument under the District 201Q1 financial structure.
- The **Enkelmann Committee** shall collaborate with the 201Q1 District Treasurer in order to ensure compliance with District 201Q1 financial policies and the District 201Q1 Constitution and By-laws as well as relevant District Policy Minutes.
- The **Enkelmann Committee** will prepare and present a financial status and project(s) status report (the **Enkelmann Committee report**) at each 201Q1 District Cabinet meeting.
- All financial records administered by the **Enkelmann Committee** are to be made available to the 201Q1 District Treasurer in sufficient time for submission to the appointed Auditor for inclusion in their report to the 201Q1 District Cabinet prior to the annual 201Q1 District Convention (Annual General Meeting of District 201Q1 Lions Clubs).

#### D.7. Amendments

This Policy Minute including the approved **Enkelmann Committee** Terms of Reference (Appendix D) may only be amended by the District 201Q1 Cabinet and which amendments may be recommended by the **Enkelmann Committee** with appropriate justification included.

#### D.8. Dissolution

The **Enkelmann Committee** may be dissolved by a resolution of the 201Q1 District Cabinet, either upon the successful completion of its purpose or in the event it is no longer required.

