



# District 201 Q1

# POLICY MINUTES

## Effective July 2018

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## **LIONS DISTRICT 201 Q1 CABINET POLICY MINUTES**

### **Purpose of the Policy Minutes**

1. To prescribe administrative procedures necessary for the management of District 201 Q1.
2. To provide guidelines for the fulfilment of constitutional requirements where those requirements are not already covered in sufficient detail within any or all of the Constitutions.
3. To acquaint District Officers with District 201 Q1 policy.
4. To avoid the necessity for matters of an administrative nature to be dealt with in detail by successive District Cabinets

## **POLICY MINUTES**

### **Section 1 - Policy Minutes**

- 1.1 These Policy Minutes are to be ratified by the incoming District Cabinet at its first meeting each year.
- 1.2 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 Policy Minutes are to be filed with the Constitution and By-laws.
- 1.4 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.  
(Note: It may be necessary to reprint the Policy Minutes but in the main, pen strip or page amendments will suffice).

### **Section 2 - District Cabinet**

- 2.1 The District Cabinet shall comprise those officers appointed by the District Governor.
- 2.2 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 he thinks fit for attendance by members of Cabinet, the agenda and procedure to be followed at such meetings.
- 2.3 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.

- 2.4 Non-members of the District may attend at the invitation of the District Governor only, and may be given by him the right to speak to motions before Cabinet, but not to vote.
- 2.5 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.
- 2.6 All reports for Cabinet are to be in writing and in the hands of the Cabinet Secretary at a time stipulated by him. Region Chairpersons (if appointed) shall forward to the Cabinet Secretary a full report on any Mini Cabinet held in their Region within 7 days of such meeting being held.
- 2.7 Cabinet Papers are to be sent to Cabinet members electronically unless a specific request is made for a hard copy.
- 2.8 The Cabinet Secretary shall 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.
- 2.9 Clubs may request copies of the Cabinet Minutes by notifying the Cabinet Secretary in writing. Such copies must be able to be sent by email. The request lapses automatically at the end of each Lions year. Minutes are not to be available retrospectively.
- 2.10 If a Saturday night function is arranged at a Cabinet meeting and numbers sought for catering purposes then payment for that night 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.
- 2.11 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.
- 2.12 The procedure for selecting Cabinet Officers could 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.

- 2.13 Consideration should be given to limiting District Chairpersons to a term of 3 years in each position (not referring to Zone and Region Chairpersons) at the District Governor's discretion.
- 2.14 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.

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

- 3.1 All District finances shall be administered by the Cabinet Treasurer in conjunction with the District Governor and the District Cabinet. A budget of Income and Expenditure shall be submitted to the first Cabinet Meeting.
- 3.2 Bank Account(s) shall be maintained in the name of Lions Clubs International District 201 Q1.
- 3.3 Signatories for District financial transactions shall be the Cabinet Treasurer and any one of the following:
  - District Governor,
  - Cabinet SecretaryAdd the following two in case both District Governor and Cabinet Secretary are not available for urgent release of fund:
  - First Vice District Governor
  - Second Vice District Governor

If a separate Convention account is required, adopt the main signatures for the District account, except that three additional signatures be added – First Vice District Governor, Convention Chairperson, and Convention Finance Chairperson.

Should any two be part of one family then one should be disqualified from the list.
- 3.4 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. The terms of the investment are not to exceed the term of the District Governor without consultation with the District Governor Elect. 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.
- 3.5 The Cabinet shall appoint at the first Cabinet meeting, an independent qualified auditor, to audit District books in accordance with the District 201 Q1 Constitution.
- 3.6 At each Cabinet Meeting, financial statements shall be presented by the Cabinet Treasurer.

- 3.7 Separate ledger accounting is necessary for such accounts as shall be determined by the Finance Committee.
- 3.8 A statement setting out the distribution of the District Activities Funds shall be sent to each Club with the audited statement.
- 3.9 All District property shall be adequately covered by insurance.
- 3.10 The Finance Committee as stated in 3.4 above shall have the power to direct the funds to any disasters as they see fit.
- 3.11 **Reimbursement by District Governors**
  - (1) District Governors receive from Lions Clubs International reimbursement for travel to various meetings, other than Club meetings and for various office expenses.
  - (2) Where ever 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.

#### **Section 4 - District Handover**

- 4.1 June 30th shall be the official date for close of the financial Year for the handover of the District Administration to the incoming District Governor and his District Officers.
- 4.2 All District Officers shall handover to their counterpart the complete records for their year of office, together with any previous year's records held by him. 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 The handover dinner is to be a Welcome Home for the District Governor and a Farewell for the Immediate Past District Governor.
- 4.4 The District Governor shall appoint a Dinner Chairperson for the handover dinner.
  - (a) The District Governor shall be responsible for the handover dinner programme and arrangements.
  - (b) 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.
  - (c) The official guests as nominated in 4.4(b), 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.

- (d) The Immediate Past District Governor may present awards to District Officers as he considers warranted. The cost of such awards is to be a cost against the District Account specified.
  - (e) The Immediate Past District Governor shall make all presentations during the first half of the handover dinner programme.
  - (f) The District Governor may introduce his Cabinet Officers, make any presentations, or address the function following all presentations made by the Immediate Past District Governor.
  - (g) It is the prerogative of the Immediate Past District Governor to hold a function at another time prior to the function described in Policy minute 4.3 in order to make awards to District Cabinet Officers as he considers warranted.
- 4.5 The District Governor Elect shall be responsible for the collection of the District Governors Awards (if required) at the International Convention and transporting them back to the District. In the event of any Sales Tax or Duty being payable, District is to reimburse such costs.
- 4.6 The District Governor Elect and current Cabinet Secretary shall decide on the form of the presentation to be made to the District Governor on his retirement from office. The cost of the presentation shall be a charge against the District Administration Fund.
- 4.7 A Past District Governors Badge shall be purchased from District Administration Funds for presentation to the Immediate Past District Governor by the District Governor at the handover dinner.

#### **Section 5 - District Officers Reimbursement Fund**

- 5.1 The District Governor shall reimburse District Officers from the reimbursement fund as he shall see fit.

#### **Section 6 - Multiple District Council & Convention Expenses**

- 6.1 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.
- 6.2 Traveling and accommodation expenses for attendance at the Multiple District Convention of the District Governor, District Governor Elect, the Cabinet Secretary and their partners shall be an expense of the District Administration fund.
- 6.3 The First Vice District Governor Elect will be funded for travel, necessary accommodation and meals to attend their training prior to the Multiple District Convention.

- 6.4 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.
- 6.5 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 as covered in paragraphs 6.4 and 6.5.
- 6.6 To enable the Cabinet Secretary designate, to attend the school for Cabinet Secretaries conducted by Multiple District 201 and held in conjunction with the Multiple District Council Meeting, normally held in January or February each year, airfares, accommodation and meal costs will be an expense on the District Administration account.
- 6.7 In the event of a visit to Australia by the International President, the expenses of the District Governor and his 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.
- 6.8 As finances allow, the cost of travel to Multiple District Council Meetings and Multiple District Conventions shall be minimised by taking advantage of any discount fare structures and be paid by the administration of the day.

### **Section 7 - Convention**

- 7.1 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.
- 7.2 The Convention Organising Committee shall be able to request a small advance from the District at the February Cabinet meeting in the calendar year of the Convention. They should receive the balance of the funds at the July Cabinet meeting in that same year.
- 7.3 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, Sergeant At Arms and their partners, as an expense against the District Administration Account. Global Leadership and Global Membership Coordinators and their partners will be supplied hospitality books only.
- 7.4 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 District Administration Account.

- 7.5 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.
- 7.6 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.
- 7.7
- (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) No refund will be given to persons for cancellation received within 48 hours of the first day of Convention.
  - (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.
- 7.8 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.
- 7.9 All District Project Notices of Motion must provide at least the following details: Explanation of Project, Organisational arrangements and Financial Management.
- 7.10 Each Lion attending the District Convention will be identified in the following manner:
- Delegates - Red indicator
  - Alternates - Green indicator.
  - Other Lions - No indicator
- 7.11 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.
- 7.12 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.

- 7.13 Each year a suitable Past District Governor, appointed by the current District Governor, will provide a critique of the District 201 Q1 Convention to the November Cabinet meeting.
- 7.14 The District Governor shall appoint a Convention District Sergeant At Arms who will form part of the Convention Committee.
- 7.15 **Role of Convention Standing Committee**  
The duties of the Convention Standing Committee are as follows:  
Carry out site inspections of the proposed venue to ensure that District Policy is observed in relation to provision of:
- (a) The Auditorium is of sufficient size to accommodate the numbers expected to attend.
  - (b) 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)
  - (c) The stage is of sufficient size to accommodate the business sessions and entertainment for social functions.
  - (d) The audio/visual equipment will cater for all needs in that area.
  - (e) The proposed area and location for display booths is adequate and fulfils the requirements in Policy Minute Appendix C on Conventions.
  - (f) The proposed catering arrangements are sufficient for all functions, morning and afternoon teas etc.
  - (g) Ease of accessibility.
  - (h) Sufficiency and proximity to Convention venue of parking.
  - (i) Accommodation available to Conventioneers.
  - (j) Any other items as required by the District Governor.

## **Section 8 - District Activities**

- 8.1 District Activities such as Youth of the Year, Youth Exchange etc., must be financially self-supporting.
- 8.2 Income for each activity shall be from participating Clubs, together with such sponsorships as become available from time to time.
- 8.3 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.
- 8.4 Surplus funds at the end of each operating year are to retain their identity of purpose, unless otherwise determined by the Cabinet.
- 8.5 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.
- 8.6 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 his absolute discretion, place before the Cabinet a request for monies from this account.

- 8.7 Lions Medical Research Personality Quest Chairperson's and Committee Member's expenses are to be paid by the Management Committee of the Lions Medical Research Personality Quest. The Cabinet Secretary shall write to the Management Committee of the Quest at the beginning of each Quest Year informing them of the policy.
- 8.8 Expenses incurred by the Directors of the Queensland and Northern New South Wales Lions Medical Research Foundation are to be billed to the Foundation. A letter from the Cabinet Secretary is to be forwarded, at the beginning of each year, to the Secretary of the Foundation, informing him of District Policy.
- 8.9 The District supports the work of the Queensland Youth Alliance (QYA). The QYA is an alliance of organisations which facilitate and advocate for young people's access to personal and leadership development. The District will be represented on the alliance by the District Leo Chairperson or another suitably interested Lion selected by the District Governor.
- 8.10 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.
- 8.11
  - (a) 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.
  - (b) That all funds remaining at the end of a Lions year be retained in the fund for use in the following year.

### **Section 9 - Monthly Membership and Activity Reports**

- 9.1 New Clubs shall submit Monthly Membership Reports as from the date of charter.
- 9.2 Monthly Membership Reports shall be completed each month electronically by the date prescribed by the Cabinet Secretary.

- 9.3 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.
- 9.4 Monthly Activity Report must, if requested by the incumbent District Governor, be submitted by all Clubs.
- 9.5 When reporting hours worked, time spent in fund raising should be included and hours spent by non-Lions helpers, Lions Partners, Lionesses and Leos should be included.

#### **Section 10 - District Newsletter**

- 10.1 Subject to any financial constraints imposed by District 201 Q1 or Convention, a Newsletter shall be published periodically and distributed to every Club through the Club Secretary, and that this be a cost against the District Administration Account.
- 10.2 Copies shall be forwarded to International, Multiple District 201 Office, and Multiple District 201 Council Chairperson and sent to each District Officer.

#### **Section 11 - Extension**

- 11.1 Permission of the District Governor in writing must be obtained before proceeding with any extension.
- 11.2 The Global Membership Chairperson is available for advice on the best way to proceed and the proposer must confer with him before proceeding.
- 11.3 Travel expenses as per International Rule of Audit may be paid to the Lions carrying out Extension activities.
- 11.4 All arrangements for Presentation of Charter Dinner, including the date and venue, shall be approved by the District Governor.
- 11.5 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.
- 11.6 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.
- 11.7 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.

## **Section 12 - Miscellaneous**

- 12.1 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.
  - (a) 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.
- 12.2 It is recommended that any Club wishing to fund raise in the area of another Club, firstly advise the other Club of its intention.
- 12.3 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.
- 12.4 The First Vice District Governor shall administer the District in the absence of the District Governor.
- 12.5 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.
- 12.6 Fifty (50) District 201 Q1 pins will be provided to the District Governor for his personal use during his term of office.
- 12.7 All Rebuilding Lions will have completed the Guiding Lion on-line workbook satisfactorily. The Global Leadership Team District Coordinator (GLT) will assess all completed work books and progress through the District for approval.

## **Section 13 - District Governor Elect**

- 13.1 The District Governor Elect shall be given permission to purchase Bannerettes. The account for such Bannerettes shall be paid from the District Administration fund.
- 13.2 The District Governor Elect shall be given permission to contact Clubs or individual Lions so that he may arrange his Cabinet. No contact should be made with Lions regarding Cabinet positions until the beginning of the December after his election. Then care must be taken to do this in respect to the current District Governor.
- 13.3 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.

- 13.4 The District Governor Elect, the Cabinet Secretary Designate and the Cabinet Treasurer Designate shall be given permission to contact Clubs within the District in order to arrange the District Club Officer's Seminar etc., provided however that the District Governor of the day has been given a copy of all correspondence for his approval, prior to the correspondence being sent to any Club.
- 13.5 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, as requested.
- 13.6 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, as requested.
- 13.7 The Cabinet Secretary Designate shall be given approval to purchase suitable IT items, including a Multi Function printer, prior to the beginning of their year to the value of up to \$1000.
- 13.8 The District Governor Elect is to announce his 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.

#### **Section 14 - District Disaster Policy**

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

#### **Section 15 - District Email Policy**

##### **District Officers:**

- 15.1 A generic e-mail address is to be created for each Club and District Officer and used wherever possible by the Cabinet Secretary.
- 15.2 It is desirable that District Officers using email make their email address available to the Cabinet Secretary.
- 15.3 That District Officers notify the Cabinet Secretary of any change to their email address.
- 15.4 That the Cabinet Secretary maintain the list of District Officer email addresses.
- 15.5 That the Cabinet Secretary be permitted to use the email addresses held to communicate with District Officers and Clubs for any District business.
- 15.6 That the Cabinet Secretary 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.

##### **Clubs:**

- 15.7 A generic e-mail address is to be created and used by each Club.
- 15.8 It is desirable that Clubs have an email capability and make their email address available to the Cabinet Secretary.
- 15.9 That Clubs notify the Cabinet Secretary of any change to their email address.
- 15.10 That the Cabinet Secretary provide Club email addresses to Cabinet Officers.
- 15.11 Cabinet Officers may use Club email addresses, noting that email correspondence should be:
  - (a) no more frequent than reasonably necessary;
  - (b) kept brief;
  - (c) Not have large attachments.
- 15.12 Any email communication between a Club and a District Officer should be copied to the Cabinet Secretary.
- 15.13 Email communications between Clubs are only for Lion's business.

### **Multiple District Group Policies**

- 15.14 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.

### **Section 16 - District Flag Set**

- 16.1 The District Flag Set is for the use of Lions Clubs in District 201 Q1.
- 16.2 The Flag Set is for use at District 201 Q1 Conventions.
- 16.3 The Flag Set will be stored at a location as directed by District Cabinet.
- 16.4 Insurance of the Flag Set covering storage and transport to and from District Conventions and other venues, will be arranged by the Cabinet Secretary.

### **The use of the Flag Set will be covered by the following Policy:**

- 16.5.1 The Flag Set, or any part thereof, will not be released by the custodian Club for any purpose unless applied for in writing and approved in writing by the District Governor. Individual flags from selected nations are not to be released for display with the exception as a set, the major flags being Lions, United Nations, Australia, New Zealand, Indonesia, Papua New Guinea and the set of State Flags including Norfolk Island.
- 16.5.2 It will be the responsibility of the Convention Committee to arrange for transport of the Flag Set from the Custodian storage and return to the Custodian Club within 7 days. All other borrowers will return the Flag Set within 3 days after use.
- 16.5.3 An audit of the Flags with a District Cabinet representative will be carried out annually after District Convention.
- 16.5.4 Any costs relating to transport or loss of Flags will be met by the borrower.
- 16.5.5 After each borrowing of the set, it must be returned to the Custodian Club before being issued to another borrower. The Borrower will not forward the set to another borrower.

- 16.5.6 A bond of \$250 will be payable on collection of the flags and will be refunded on safe return of the borrowed Flags and Poles. This does not apply to Convention Host Committee.
- 16.5.7 A register will be kept by the custodian Club stating borrower, date of issue and date of return. This will be available to the District Governor upon request.
- 16.5.8 Flags will not be released until letter of authorisation from the District Governor has been sighted by the Custodian Club.
- 16.5.9 An annual review of the Flag set should be carried out to ensure that the flags held are correct and in good condition.

## **Section 17 - Children and Young People Policy**

This Policy will be found in Appendix B of these Policy Minutes

## **Section 18 - Privacy**

- 18.1 The District collects and holds personal information such as names, addresses, telephone numbers and the like for the primary purpose that such information was collected. This includes information required by the District in order to acquaint members with particulars of activities and projects undertaken by the District. Normally, the personal information is collected from the members concerned. It is acknowledged that members are under no obligation to provide the information. However, if certain information is not provided, the District will not be able to fulfill its obligations. Most information is stored in the District Record's under the supervision of the Cabinet Secretary.
- 18.2 The District takes all reasonable steps to protect the security of the personal information held by it, whether stored in electronic or hard copy form. Subject to the exceptions contained in the Act. Each member may gain access to his or her personal information held by the District subject to the payment of reasonable expenses incurred in extracting such information. The gaining of access by any member to his or her personal information will be facilitated by contacting the Cabinet Secretary.

## **Section 19 – Risk Management**

District 201 Q1 is committed to good risk management practices to support and enhance all the activities it undertakes, and will ensure that risk management is an integral part of all decision-making practices. Adverse effects will be minimised but will take advantage of available opportunities.

Therefore, pursuant to The Australian/New Zealand Standard for Risk Management, AS/NZS ISO 31000:2009 (or the current updated version), District 201Q1 will:

- (a) develop, implement and review a risk management strategy for each activity, event or initiative it undertakes, and will use the format developed by that Standard, namely:

1. *Establishing context* - to gain an understanding of the factors that affect risk management, both inside and outside of Lions Clubs International - eg. Are we aware of everything that is involved with our various activities?

2. *Risk identification* - identifying the risks that the District organisation and its members are exposed to - eg. What could go wrong when we hold our next event?

3. *Risk assessment* - analysing risks by considering sources of risk, existing controls, likelihood and consequences to determine the levels of risk that exist - eg. What will cause this risk?

4. *Risk treatment* - design of a risk elimination or reduction plan to reduce, avoid, transfer or finance the risks - eg. What will we do to prevent this risk from occurring?

5. *Monitor and review* - ongoing monitoring and reviewing of the risks and the plans, strategies, processes in place to deal with them - eg. How will we monitor this risk?

- (b) attempt to fully comply with all legislative requirements that apply to it;
- (c) advise all Clubs making up District 201Q1 concerning their responsibilities regarding risk management;
- (d) encourage and educate all Clubs in the District to formulate, use and review on an annual basis their own individual risk management policies by providing a model template that is able to be modified by individual Clubs;
- (e) District and Clubs undertaking projects and who use stakeholders or outside private entities, such as carnival type attractions, must ensure that these entities produce current proof of their Public Liability insurance and other pertinent insurances before taking part in any Lions project.

## **Section 20 – Telemarketing**

- 20.1 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).
- 20.2 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).
- 20.3 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.

**As approved on ~~23 September~~22 July 2018 Cabinet meeting**