

LIONS CLUBS INTERNATIONAL
DISTRICT 410-C
(KWAZULU-NATAL / FREE STATE –
SOUTH AFRICA)



OPERATIONS MANUAL

The operations manual is a summary of items required for the day to day running of the District. It also serves as a guide to actions that need to be made by the District cabinet at its regular cabinet meetings.

SECTION 1 - FINANCIAL POLICIES

- 1) At the first meeting of every Cabinet The District Governor, acting in accordance with the advice of the Cabinet, must:
 - a) Consider and approve the budgeted income and expenditure for the District for the Lionistic year to come. That budget must:
 - (i) Be drafted by the District Treasurer and distributed to every member of the Cabinet not less than 7 days prior to the Cabinet meeting concerned;
 - (ii) Contain a comparison to the previous financial year's projected and un-audited actual income and expenditure
 - (iii) Not project a financial loss for the year concerned;
 - b) Appoint a finance committee. That committee must consist of the District Governor, the District Treasurer and at least one other member of the District Cabinet
 - c) Appoint no less than three authorized signatories to the various accounts held or controlled by the District. Those signatories shall be the District Governor, the District Treasurer and at least one other member of the District Cabinet
 - d) Appoint auditors for the Lionistic year concerned;
- 2) At the third Cabinet meeting of every Lionistic year, the Cabinet, in the absence of the District Governor, shall consider and decide whether or not the District should:
 - a) Make an *ex gratia* donation, from Administration funds, to the District Governor as a contribution to the expenses he or she has incurred in carrying out his or her duties as District Governor; and
 - b) Award the District Governor and / or the Governor's spouse, from District project funds, with a Melvin Jones Fellowship or Louis Halse Award as recognition for the services they have rendered to the District during the Governor's term of office.

Any costs incurred in giving effect to this Section 2 are deemed to have been legitimately incurred, even though the District Governor has not approved the expenditure

SECTION 2 - DISTRICT CONTESTS

A number of awards for District contests are presented every Lionistic year. Details and rules for these contests are provided in a separate document, the District Contests Criteria.

SECTION 3 - PROTOCOL

***"ITS NICE TO BE IMPORTANT
BUT MORE IMPORTANT TO BE NICE"***

This policy has been drawn as a guide to assist clubs to arrange functions in a correct and dignified manner. It is intended only as a guide and there may well be differences of opinion on the suggestions put forward. THIS IS INEVITABLE, REMEMBER THAT PROTOCOL IS JUST GOOD MANNERS. Nevertheless, if clubs act within the ambit of what has been suggested, all should be well.

The Protocol Guide on the following two pages may well vary from year to year and you should ensure that it is updated accordingly.

PROTOCOL GUIDE

The following guide is issued to Clubs in MD 410 and is based on the Protocol Policy as published by the International Association of Lions Clubs, with slight deviations in accordance with local custom and tradition.

<i>INTERNATIONAL LEVEL</i>	MULTIPLE DISTRICT LEVEL
1. International President	1. Council Chairperson
2. Immediate Past International President	2. International President
3. International Vice-Presidents	3. Immediate Past International President
4. International Directors International Board Appointees	4. Current and/or Past International Officers (see International Level 3 - 6) See note 1
5. Past International Presidents	5. District Governors
6. Past International Directors	6. Past Council Chairpersons
7. Council Chairperson	7. Council Chairperson Elect
8. District Governors	8. Immediate Past District Governors
9. Association Executive Administrator	9. 1 st Vice District Governors
10. Association Secretary	10. 2 nd Vice District Governors
11. Association Treasurer	11. Past District Governors
12. Past Council Chairpersons	12. Multiple District Secretary
13. Immediate Past District Governors	13. Multiple District Treasurer
14. 1 st Vice District Governors	14. Multiple District Committee Chairpersons
15. 2 nd Vice District Governors	15. Lions
16. Past District Governors	16. Leos
	17. Lionesses

DISTRICT LEVEL	CLUB LEVEL
1. District Governor (and other DG's)	1. Club President
2. Current and/or Past International Officers (see International Level 3 - 6) See note 1	2. Current and/or Past International Officers (see International Level 3 - 6) See note 1
3. Council Chairperson	3. District Governors
4. Past Council Chairperson	4. Council Chairpersons
5. Council Chairperson Elect	5. Past Council Chairperson
6. Immediate Past District Governor	6. Council Chairperson Elect
7. 1 st Vice District Governors	7. Immediate Past District Governor
8. 2 nd Vice District Governors	8. 1 st Vice District Governors
9. Past District Governors	9. 2 nd Vice District Governors
10. District Secretary	10. Past District Governors
11. District Treasurer	11. District Secretary
12. Multiple District Secretary	12. District Treasurer
13. Multiple District Treasurer	13. Multiple District Secretary
14. Region Chairpersons	14. Multiple District Treasurer
15. Zone Chairpersons	15. Region Chairpersons
16. District Committee Chairpersons	16. Zone Chairpersons
17. Lions	17. District Committee Chairpersons
18. Leos	18. Immediate Past Club President
19. Lionesses	19. Club Vice Presidents
	20. Club Secretary
	21. Club Treasurer
	22. Club Directors
	23. Lion Tamer
	24. Tail Twister
	25. Past Club Presidents
	26. Lions
	27. Leos
	28. Lionesses

NOTES

1. Current or Past International Officers or Directors: Where more than one is present, the one who served most recently is given precedence and so on. (MD410 is the reverse of what International suggests.)

2. Notwithstanding the above, in accordance with custom in MD 410 and in deference to the founding fathers of our Association, when more than one Past District Governor is present the one with the oldest year of service is given precedence and so on. (MD410 is the reverse of what International suggests.)
3. The entry of Past District Governors to the Convention Banquet is exactly that and note 2 (above) will apply. Past Council Chairmen will not be separately recognised and will take their place in the procession of Past District Governors in the year in which they served as District Governor, but will be recognized as Past Council Chairpersons.

PROTOCOL CONSIDERATIONS FOR FORMAL MEETINGS/DINNERS/FUNCTIONS

1. Seating at the head table should be in accordance with established protocol of Lions Clubs International and local custom. However, the guest speaker should always be seated to the immediate right of the chairperson. If a podium is used, the presiding officer should be seated to the immediate left of the podium. If the District Governor is present, he/she should sit on the immediate right of the chairperson. The District Governor will usually be the guest speaker.

Note A: Who the main guest speaker is, is a question of fact in each case and where, for example, the District Governor is visiting and the Mayor is present and is to reply to the toast to the guests whereas the District Governor is to reply to the toast to Lions Clubs International, then the main speaker is without doubt the District Governor.

Note B: If the District Governor is present, seat him/her immediately on the right of the President (who is the presiding officer) so that they may converse. The fact that two men, or two women, are seated together at the main table is unimportant.

NB This is also the correct seating for when the District Governor visits a Club.

The head table seating is to be arranged in such a manner that the most senior people (Lions and non-Lions) are seated alternately to the right and to the left of the presiding officer. At most functions the main table should not exceed 12 people.

Note C: The presiding officer in the case of a club function is the President even if more senior Lions are present and he/she will always be recognised first.

It is desirable to seat ladies (or lady guests) next to their husbands or partners. Where possible

Past Council Chairmen and Past District Governors should be accommodated at the head table. However, if, due to practical limitations or numbers present this is not possible, then they should be seated at a special table next to the head table. Or let them head side tables.

The Master of Ceremonies should be seated at the end of the head table (next to the podium) or at the head of a side table next to the podium where he/she can be

seen by all present. He/she should liaise beforehand with the headwaiter and communicate with him/her to ensure the smooth and prompt operation of speeches and meals and drinks served. Do not allow drinks to be served while speeches are in progress.

1. In a Multiple District function, the Chairperson of the Council of Governors (or District Governor at a District function, or Club President at a Club function) shall be the Presiding officer. He/she shall oversee all the arrangements for other functions to be performed and to the use of the correct protocol in accordance with established Lions Clubs International protocol and local customs
2. Non-Lion dignitaries will be recognised in accordance with local custom. Generally they will come after the most senior Lions present. Remember protocol is good manners.
3. The only Lions holding past office who shall be recognised shall be in accordance with the protocol guide above. (Past: International Presidents, International Directors, Council Chairmen, District Governors, Club Presidents)
4. During meetings of Districts, Regions, Zones and Clubs including formal functions, individual recognition (the use of full protocol) should be made once only by the Master of Ceremonies on calling the meeting to order and once by the Main Lion Dignitary (this will generally be the last speaker who replies to the toast to Lions Clubs International.)

Thereafter the Master of Ceremonies, and all other speakers should address the audience thus:

"Lion Presiding Officer, (or the use of his/her title and name which is preferable),
My Fellow Lions, Ladies and Gentlemen"

OR

"Lion Presiding Officer, Lion Dignitaries, Ladies and Gentlemen."

OR

"Lion Presiding Officer, Lion Dignitaries, Friends"

CHARTER PRESENTATION (at the Charter of a new Lions Club)

1. This shall preferably take the form of a dinner or banquet.
2. Invitations to go to:
 - (i) The District Governor
 - (ii) The Club's Region and Zone Chairperson
 - (iii) Other Cabinet Officers and Past District Governors (by invitation)
 - (iv) The Sponsoring Club
 - (v) All Club Presidents in the Region
 - (vi) Optionally, local dignitaries and others the Club wishes to invite
3. The District Governor or his/her appointee shall present the Charter.
4. Induction and Presentation of Charter
5. The guest of honour (the District Governor or his/her appointee) shall induct all

the new Club members and the presentation of the Charter followed by a short acceptance speech by the Charter President.

6. Seating at the Main Table
As per protocol guide
7. The question of payment by guests to be left to the discretion of the Club, but the District Governor and local dignitaries are non-paying guests - but see note 8 under Special Notes below
8. The Tail Twister shall not be allowed under any circumstances to twist tails or speak.

ANNUAL INDUCTION OF CLUB PRESIDENT AND OFFICE-BEARERS

1. This should take the form of a dinner, banquet or formal luncheon.
2. Invitation suggestions –as for Charter Presentation, however some clubs prefer to limit the function to Lions, their spouses/partners in service, Leos and Lionesses
3. The induction to take the form of a simple and dignified ceremony. The induction of the incoming President should be done by the District Governor, or in his/her absence, by the most senior Lion present.
4. After normal dinner procedure and the outgoing President has completed his/her address, the Master of Ceremonies then calls on the Inducting Officer to come forward and he/she then asks the outgoing and incoming Presidents to stand in front of him/her. The Inducting Officer shall then induct the new President, presenting (in this order) the Club Charter, Presidential Lions pin, the Chain of Office and finally the Gong & Gavel. The newly inducted President and his/her spouse/partner then sit at the centre position of the main table, i.e. they change positions with the outgoing President and spouse/partner. Should any charter members be present, the Inducting Officer can invite them to escort the outgoing and incoming Presidents to stand in front of the Inducting Officer and they should be witnesses at close hand to the ceremony. Other or similar procedures can be followed for recognising others (e.g. Melvin Jones Fellows).

SUGGESTED PROGRAMME FOR DINNER (these are the basics that should be done)

Call to Order	By the Master of Ceremonies (MC)
Grace	By a Lion or another qualified person
Flag Ceremony	By a Lion (or a march in of the flags)

Lions Pledge and/or Objects and Ethics) By a Lion See Special Note 6 below This is optional, but strongly advised!

Toast to the Republic of South Africa Not to the State President and JUST a toast. NB NO SPEECH

Where the club concerned is a Non-Republic of South Africa club e.g. Lesotho, Swaziland or Namibia the toast would be in accordance with the Protocol of that country. Numerous situations could arise and common sense should prevail, e.g. if a regional function is held, attended by clubs from various countries then it is suggested that the toast should be to the host country.

Welcome to and Introduction of Guests Guests should stand for a moment when mentioned to acknowledge the welcome. Advise them beforehand so they know!

Reply to the Welcome to Guests By a suitable visiting Dignitary, or a Lion.

Toast to Lions Clubs International Any Lion present may propose the toast.
NB NO SPEECH. The toast should be along the following lines: "Please rise and drink a toast to Lions Clubs International".

Reply to the Toast to Lions Clubs International Most Senior Lion Present.

If it is the custom of your club to propose this toast and do the reply thereto as the final speech, please continue with your custom.

Address by Outgoing President Report on stewardship & presentation of awards.

Induction of Incoming President (and recognition of Charter members) By the guest of Honour

Reply by newly inducted President Elect President Elect

TAIL TWISTING IS NOT ALLOWED UNDER ANY CIRCUMSTANCES!!

NOTE It is a good idea to have the Grace, Flag ceremony (if not played by audio), pledge, objects and ethics, toasts to RSA (or other country) and Lions Clubs International typed out in large, bold type and placed on the podium to be read as needed, with the protocol set out on top (or a separate page with protocol that can be used by all except the President and MC.)

REGALIA

Suggestions for occasions on which regalia should be worn:

The Chain of Office of the President is personal to the Club and as such should be

worn only on occasions deemed sufficiently important to be honoured with its wearing, but only at Club functions arranged by the Club and NOT when visiting other Clubs or attending Conventions.

Suggested occasions

- Dinners/Luncheons
- Club Presidential Induction or Charter
- Charter Night after presentation to him/her
- When the President acts as host at official functions
- Lions General Business meetings

At District Convention & Cabinet meetings the District Governor shall wear his/her Chain of Office.

At the Multiple District Convention the Council Chairperson and each District Governor shall wear their chains of office.

The wearing of any other Chains of Office by others, (excluding the Council Chairperson and District Governors), shall be determined by individual District Cabinets, however these Chains shall not be worn at Multiple or District Conventions.

The Council Chairperson shall wear his/her Chain of Office at meetings of the Council of Governors and at the Multiple District Convention.

The District Governor shall wear his/her Chain of Office at all formal functions and meetings within his/her own District and at the Multiple District Convention.

The wearing of personal Lions insignia i.e. awards, should only be worn at formal functions.

The wearing of a Lions badge or Melvin Jones Fellow pin (if it has been awarded), is strongly encouraged at all times.

SPECIAL NOTES

1. Attendance of dignitaries at formal functions Note: Whenever the Mayor or his /her representative attends a Lions function it is suggested that the protocol be checked with the Mayors Secretary to ascertain the correct local custom. Similarly with Government dignitaries.
2. Club Business Meetings
The procedure for the day to day running of Clubs has not been dealt with as this is covered in the Presidents Year Book and Roberts Rules of Order. Club Presidents receive a President's manual. Roberts Rules of Order can be purchased; however some Lions have copies. It is stressed that for a Club meeting to run in a dignified and orderly manner, it is imperative that all members rise and remain standing while addressing the Chair. It is recommended that Presidents should read the standard form Club Constitution, or their own Clubs constitution if they have one. Lions Clubs International has a Standard form constitution on their web site (www.lionsclubs.org - go to Resources and search).
3. Region and Zone Chairperson Visits to Club
While Region and Zone Chairpersons are expected to make a prescribed number

of visits to Clubs under their jurisdiction, Clubs are not expected to make special arrangements for these visits. Tea, coffee and cake are a nice touch for the District Governors official visit. Region and Zone Chairpersons should receive proper recognition and should be invited by the President to be seated on his/her right or

When Dignitaries pay visits to Clubs, speed up the meeting to ensure that they do not make their address too late. The function must begin on time. A timetable could well be of assistance to the President and members and should then as far as possible be adhered to. It is ideal for all speeches to be completed within 2 hours from the start of the function or meeting.

4. A seating plan should be on display for all formal functions.
5. When called to order, if there is a march in procession, all present should remain standing until those at the main table have entered and stand behind their chairs. The Master of Ceremonies calls the gathering to order, accords protocol, calls for the invocation and/or grace, the flag ceremony, the objects and/or ethics and then asks all to sit.
6. Written invitations to guests should be sent out timeously, and should indicate the nature of the function, venue, date, time and dress. Also the cost! If an invitation is sent to a speaker at the function, a covering note of thanks for agreeing to speak and the time suggestion (maximum) for the speech should be given!! Try and be firm on this as otherwise you could overrun!
7. Unless advised, all Lion guests other than the District Governor (or his/her appointee) are invited as paying guests. State the cost per person on the invitation! However Region and Zone Chairpersons who travel long distances at great expense to themselves should, if possible be excused from payment. Make it clear when inviting people as to whether they must pay or not.
8. Master of Ceremonies (MC)
The MC must remember that it is not their evening but that they are merely a link between the toasts and speeches. They must do their homework and ensure that all speakers are aware of what is expected of them. On them depends the smooth running of the function. They must know protocol. They are not the local comedian and must not tell dirty jokes, although some humour will not be out of place. They should avoid hackneyed phrases such as "Please be upstanding" (why not simply "Please rise"), "Please take a seat" (why not "Please be seated").

Remember - you have guests and ladies present. Let them equate Lionism with dignity, good manners and a clean and elegant image.

9. Timing
Functions that finish late irritate people. Start on time – perhaps consider earlier starting times? As stated all formal proceedings should be completed within 2 hours.
10. Recognition of numerous dignitaries
Where numerous Lions dignitaries are present at a function, it is acceptable that rather than mention each by name they be recognised as a group (and perhaps be asked to stand). Usually only the top three dignitaries need to be named, but common courtesy and good manners should prevail

11. Guests

It is vital that guests should not be neglected and Clubs should appoint specific Lions to look after guests

12. Conclusion

This document does not intend to be an exhaustive explanation of protocol and is only intended as a guide. If in doubt, please telephone a senior Lion who will be able to advise you.

We repeat that Protocol is simply GOOD MANNERS!!

Use it to create and maintain the correct decorum, image and ambiance of Lions Clubs International Multiple District 410.

DIRECTIONS FOR THE DISPLAY OF THE SOUTH AFRICAN FLAG

Set out below is an extract from Government Gazette No. 15694 dated 26th April 1994:

When the National Flag is displayed vertically against a wall, the red band should be to the left to the spectator with the hoist or the cord seam uppermost; when it is displayed horizontally, the hoist should be to the left of the spectator and the red band uppermost.

Therefore, the quick rule is:

When facing the flag:

If it is Horizontal

Red on top

If it is Vertical:

Red on the left

THE CORRECT WAY TO HANG THE SOUTH AFRICAN FLAG

HORIZONTAL



To hang horizontally – hang with RED on TOP when viewed from front.

VERTICAL



To hang vertically – hang with RED on LEFT when viewed from the front