

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



DISTRICT POLICIES

(As adopted at the District Convention,
held in Swakopmund on 29 April 2005
and last amended at the 2017 District Convention)

POLICY 1

ETHICAL STANDARDS AND CONDUCT

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members and our communities expect honest and ethical conduct from every Lion every day. No act or request on the part of Lions clubs and their members, officers, board of directors with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

Integrity

Lions Clubs International District 410C insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association's assets.

We must also comply with all association policies and applicable laws.

Accountability

Lions Clubs International District 410C expects all Lions to honor commitments as authorized and made on behalf of the association and to take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

Teamwork

Lions Clubs International District 410C seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

Excellence

Lions Clubs International District 410C is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Our responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Our role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct.

Lions Clubs International has adopted several policy statements that concern the association's Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy.

The International Constitution and By-Laws, the District Governor Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in the mind of a Lion, that Lion has a

responsibility to bring that issue to the attention of the District Governor.

The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, a Lion's good and best judgment is essential in doing the "right" and ethical thing.

POLICY 2

FRAUD

Lions Clubs International District 410C considers acts of fraud, misrepresentation or any other form of dishonesty committed by any Lion to be reprehensible and such conduct will subject the offending Lion to strict disciplinary actions, up to and including termination of membership and possible civil and/or criminal action.

While no list can identify all forms of fraud or dishonesty, some examples include submitting false expense reports, falsifying time sheets, association records, association financial reports or other association documents, theft, forging or altering cheques, misappropriating the District's or a club's assets or funds, misusing Lions' property and unauthorized handling or reporting of transactions. These are just a few examples.

If any Lion experiences or witnesses any activities he or she thinks may be fraudulent, he or she has a responsibility to bring those activities to the attention of the District Governor and the Cabinet

POLICY 3

FINANCIAL POLICIES

- 1) The District Convention shall on the recommendation of the District Treasurer decide on:
 - (i) The rate, per kilometer traveled, according to which members of the District Cabinet will be reimbursed for traveling expenses incurred whilst carrying out their official District duties; *(2016 Convention R2)*
 - (ii) The maximum amount that will be reimbursed under d) i) above in respect of any one return trip;
 - i) 2000 km by road at the rate agreed in clause 1.i
 - ii) the cost of a return economy class ticket by the most direct route using any other mode of transport
 - iii) or the actual cost.

Where transport is shared only one cabinet member may make a claim.

- (iii) The maximum amount, per night, that will be reimbursed for accommodation expenses.
(2015 Convention this amount is R500)

- 2) The following rules of audit shall apply to the district:

- a) The Vice Governor, Immediate Past District Governor, Cabinet Secretary, Cabinet Treasurer, Area Membership Chairpersons, Zone Chairpersons, District Committee Chairpersons and Committee members will be entitled to be reimbursed from District funds for telephone, postage and traveling expenses incurred whilst carrying out their official duties
- b) Expenses claimed must be submitted to the District Cabinet Treasurer on the official claim form before the end of the month following the month the costs were incurred. The District Cabinet Treasurer will not consider any claims submitted after that.
- c) Expenses claimed shall be calculated in accordance with the following rules:
 - (i) Telephone calls – The claim must reflect the cost of the calls made, the names of the persons called and the dates the calls were made.
 - (ii) Postage – The claim must reflect the cost incurred for postage, the name of the addressee and the date the expense was incurred.
 - (iii) Accommodation – In all cases, the claim must be supported by an account from the hotel or other accommodation establishment.
 - (iv) Traveling:
 - (i) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above

- (ii) These costs will be paid on the basis of the distance traveled taking the most direct route from the cabinet member's home to his or her destination and return, less 10 kilometers
- (iii) Traveling costs will only be paid to:
 1. Cabinet officers traveling to attend Cabinet meetings;
 2. Zone Chairpersons to attend mandatory Club visits and Zone meetings;

3. District Chairpersons who, on official invitation by the club president or zone chairman, attend club or zone meetings, with the express purpose of promoting their portfolios;
 4. Area membership chairpersons attending meetings in their area of responsibility, to promote membership in their areas.
- (iv) Toll fees are claimable on production of the toll slips.
 - (v) A copy of the visitation report must be attached to the claim to qualify for reimbursement.
 - (vi) Claims for traveling expenses to a Cabinet member's own home club, which exceeds 10 km will not be met.
- d) The Vice Governor will be entitled to be reimbursed from District funds for the following expenses incurred whilst attending meetings of the Multiple District Council
 - (i) Travelling – Economy class airfare to the venue of the meeting and return.
 - (ii) Accommodation – Limited to the amount decided upon by the District Cabinet under 1) d) above, for a maximum two nights, or actual cost, whichever is the lower.
 - e) The District Chairpersons attending meetings of a Multiple District Committee will be reimbursed on the same basis as for the Vice Governor.
- 3) The following reimbursement shall be made to Cabinet Officers in respect of their attendance at Cabinet Meetings, Mid-Year Conference and District Convention.

First and Third Cabinet meetings

- a) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above.
- b) Toll fees are claimable on production of toll slips.
- c) Accommodation costs are limited to the amount decided upon by the District Cabinet under 1) d) iii) above, for a maximum two nights, or actual cost, whichever is the lower.
- d) Meals – A light lunch will be provided for the cabinet member and spouse on the day of the meeting.

Mid-year conference and second cabinet meeting

- a) Same as for First and third cabinet meeting
- b) A contribution towards the registration fee will be paid. The amount to be agreed at the 1st Cabinet meeting,

Fourth cabinet meeting and District Convention

- a) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above.
- b) Toll fees are claimable on production of toll slips.
- c) Accommodation costs are limited to the amount decided upon by the District Cabinet under 1) d) above, and to a maximum of three nights, or actual cost, (whichever is the lesser amount).
- d) A contribution towards the registration fee will be paid. The amount to be agreed at the 1st Cabinet meeting

Cabinet Officers are expected, wherever possible, to travel together to meetings. In this case only one claim for traveling will be paid.

4) Administration account

The expenses of the District are restricted to the cost of running the District and do not include the District Governor's expenses which are borne by Lions Clubs International.

District Committee Chairpersons and Committee members for Long Range Planning, Public Relations; Membership, Membership Retention and Extension and Resolutions, Constitution and Bylaws and Protocol are reimbursed from the Administration Account for expenses incurred by them in the performance of their official District duties. All other District Committee Chairpersons and Committee members are paid from the Projects Account

The following disbursements may be made from the administration account:

- a) A contribution towards the costs incurred by the District Governor to attend the Afro-Asia Forum, in an amount determined each year by the District Cabinet at an ordinary meeting once the costs are known;
- b) A contribution towards the costs incurred by the District Governor to attend the All Africa Conference, in an amount determined each year by the District Cabinet at an ordinary meeting once the costs are known;
- c) Bank Charges incurred in respect of the Administration account;
- d) A Contribution in an amount determined by the District Cabinet at an ordinary meeting, to be made to a sponsoring club to buy regalia for a new club, on production of invoices;
- e) The reasonable costs of entertaining the Council of Governors at any meeting of the Council of Governors hosted by the District;
- f) The reasonable costs for hospitality and gifts. These include the costs of

- (i) Awards to Cabinet Officers
 - (ii) Gifts to the spouses of all Cabinet Officers
 - (iii) District Governor's Appreciation Certificates.
 - (iv) Entertaining international visitors
- g) The reasonable cost of obtaining press cuttings by the District for the District Governor's Scrapbook may be paid from the administration account;
- h) The reasonable costs incurred for printing and stationery. This includes the reasonable cost of:
- (i) Printing District Letterheads for use by all Cabinet Officers.
 - (ii) Photocopying of reports and Minutes for distribution.
- i) The following disbursements may be made from the projects accounts.
- (i) Expenses incurred by those District Chairpersons not mentioned in g) above, in performance of their duties. The amounts to be reimbursed are limited to the amounts payable under 1) g) i) aa),bb) and cc) above
 - (ii) Donations agreed to by the District Governor and the District Cabinet in an ordinary meeting.
 - (iii) Hosting costs incurred by the District in respect of Youth Exchange, if applicable. Each Club is responsible for hosting when youth are placed with them.
 - (iv) Other: Any other promotional material for projects applicable to District Chairpersons who are reimbursed from this fund
- j) No expenditure or other legal obligation may be incurred by the District Governor or any member of the District Cabinet, unless:
- (i) The expenditure or incurrence of the obligation has been approved by the District Governor and a majority of the members of his Cabinet at an ordinary meeting of the District Cabinet; or
 - (ii) In the case of an emergency, that expenditure or incurrence of the legal obligation has been approved by the District Governor and all the members of the finance committee and such approval is ratified by the Cabinet at its next meeting; or
 - (iii) The expenditure or incurrence of the legal obligation is otherwise in accordance with these policies
- 4 No District officer may authorise the disbursement of district funds if such Disbursement is to be paid to or on behalf of that officer, whether as compensation for expenditure incurred or to be incurred by that officer on behalf of the District or otherwise;
- a) No District Officer may make any disbursement of any of the funds controlled by the district, whether such disbursement be made by way of cheque, cash payment, internet transfer or by any other means whatsoever, if that disbursement is to be made to or on behalf of that officer, whether as compensation for expenditure incurred or to be incurred by that officer on behalf of the District or otherwise.
- b) Policy 3.4) a) and b) will apply even if the authorization referred to in a) or the disbursement referred to in b) nevertheless still requires authorization by or the signature of any other district officer

POLICY 4

ACCESS TO THE DISTRICT CONSTITUTION

AND THESE POLICIES

1. Once these policies have been adopted by way of an ordinary resolution of the District at a District Convention, the Cabinet secretary must send one copy of these policies to each club.
2. The Cabinet Secretary must, prior to the first Cabinet meeting of each Lionistic year, send one copy of the District Constitution and one copy of these policies to each member of the District Cabinet and to each club in the District, provided the Cabinet secretary has an e-mail address for the Cabinet member and club concerned.
3. Any member of any Lions Club in District 410C is entitled to one copy of the District Constitution and / or these policies, provided he or she requests such a copy and provides the Cabinet Secretary with an e-mail address for the copy to be sent to.

POLICY 5

TRANSPARENCY

1. Any member of any Lions club in District 410C is entitled to attend any Cabinet meeting, but unless he or she is a member of the District Cabinet, he or she may not participate in any of the Cabinet's deliberations, except when invited by the District Governor to do so.
2. Every member of a Lions Club in District 410C is entitled to receive, at his or her special instance and request, a copy of the approved minutes of any particular District Cabinet meeting, provided he or she provides the District Secretary with an e-mail address for the minutes to be delivered to.

POLICY 6

EMERGENCY FUND

District 410C have established a EMERGENCY FUND to be utilised at the District Cabinets discretion to fund support to clubs within the district in the event of a emergency within the community.

Funding for the amount in the fund will be maintained at an amount of R50 000 subject to availability of funds. Donations to the fund will be made from District Project funds and donations from clubs.

POLICY 7 MID YEAR CONFERENCE

At the discretion of the District Governor of the year the District shall hold a Mid Year conference approximately mid way through the lionistic year. The aim of the conference being to inform and educate lions on the affairs of the district and to conduct any other business as required while encouraging social interaction between members.

In August of each year the Governor shall call for proposals from clubs wishing to host the Mid Year Conference / Convention in the following year. Prior to submission of a proposal a briefing document detailing the requirements for the Conference / Convention is to be obtained from the District Secretary. The cabinet shall revise such document as and when desired.

Clubs submitting proposals shall comply with the following requirements:

- i) Proposals in writing are to be submitted to the Cabinet Secretary by 1st October for consideration by the Governor.
- ii) Qualifying proposals will be presented to the Mid Year Conference delegates who will select the organizing club by a majority show of hands.
- iii) A final budget and venue shall be presented at the first cabinet meeting of the year in which the conference will be held
- iv) On completion of the conference a final set of accounts detailing all income and expenditure to be presented to the 3rd District Cabinet meeting.

POLICY 8 THE LOUIS HALSE TRUST

Whilst acknowledging that the power to manage and administer the Louis Halse Trust vest in the trustees, the following awards may be made at the discretion of those trustees, against payment of amounts reflected opposite the name of the award:

- a) Louis Halse Award R3 500.00
- b) Louis Halse Corporate Award R5 000.00
- c) Louis Halse Honour Roll R300.00
- d) 100% member contributing club R50.00 per member per Lionistic Year.

POLICY 9 DOREEN CASSELL FUND

There is hereby established the Doreen Cassell Memorial Fund for the sole purpose of providing financial assistance for the Ophthalmic treatment of the needy. Such fund to be administered by the District Cabinet and the signatories of such fund to be the District Governor and either the District treasurer or the District secretary from time to time, or if required for the proper administration of the fund such additional signatories as may be appointed by the Cabinet.

POLICY 10

AMENDMENT OF THESE POLICIES

1. These policies will take effect when adopted by the District at a District Convention
2. Subject to 3) below, these policies may not be amended except by means of an ordinary resolution of the District at a District Convention.
3. If the District Cabinet should resolve, by way of a resolution approved by a majority of no less than 90% of its members, that any amendment of these policies is required as a matter of urgency, then:
 - (i) The Cabinet may act as though the required amendment has been made, but only until the close of the next District Convention
 - (ii) If the amendment is not adopted by the next District Convention, the District Cabinet may not:
 - a) Continue to act as though the amendment had been made at a District Convention, except to comply with any legal obligation incurred;
 - b) Again pass the same or a similar resolution or another resolution having the same or a similar effect.
4. No less than 90 days before each District Convention, the Cabinet secretary must invite the clubs to propose amendments to them.
5. The District Convention must consider any amendments to these policies if proposed by any club, provided the proposal is received by the District Chairman, Constitutions, Resolutions, Bye-laws and Protocol no less than thirty days before any District Convention

POLICY 11

NON-COMPLIANCE WITH THE DISTRICT CONSTITUTION OR THESE POLICIES

1. The failure by any member of the District Cabinet to comply with the requirements of the District Constitution or these policies shall be good and sufficient cause for the District Governor to dismiss that member from his District Cabinet.
2. The failure by any District Governor to comply with the requirements of the District Constitution or these policies shall be good and sufficient cause for the District Cabinet to pass a resolution of no confidence in that District Governor.

Amendments

No	Date	Section	Relates to
1	May 2017	Policy 3.1.ii	Clarification on travel Claims