



## **Club Secretary's Manual**

### **The International Association of Lions Clubs District 201C2 2024-25**

#### **A note regarding this manual:**

LCI publishes a comprehensive manual on the role of the Club Secretary. This manual, produced locally by our District, is intended to be particular to this District. It provides a point of reference for you as you carry out your role and responsibilities and should be read in conjunction with the Club Secretary eBook from LCI.

Where there is discrepancy between the LCI eBook and this District manual and/or the Secretarial Administration mail outs, please consider the local advice as correct.

## ***District Executive Contact Details***

### **District Governor**

Lion Carolyn Kilpatrick (Roger)  
(Murray Bridge City)

0429 325 131  
[DG.C2@lions.org.au](mailto:DG.C2@lions.org.au)

### **First Vice District Governor**

Lion Simon Westwood (Amber)  
(Hahndorf & Districts)

0438 631 789  
[1VDG.C2@lions.org.au](mailto:1VDG.C2@lions.org.au)

### **Second Vice District Governor**

Lion Margie Thomas (PDG Dave)  
(Robe and District)

0418 806 775  
[2VDG.C2@lions.org.au](mailto:2VDG.C2@lions.org.au)

### **Immediate Past District Governor**

IPDG Lion David Horne (Melissa)  
(Australian Hearing Dogs)

0429 697 940  
[david@lionshearingdogs.com.au](mailto:david@lionshearingdogs.com.au)

### **Cabinet Treasurer**

Lion Frank Simpson (Annie)  
(Brighton)

(H) 08 8376 3650 (M) 0435 932 580  
[cabtreas.C2@lions.org.au](mailto:cabtreas.C2@lions.org.au)

### **Assistant Cabinet Treasurer**

Lion Dr Scott Pedler (Cherylee)  
(Australian Hearing Dogs)

0409 500 316  
[smpedler@gmail.com](mailto:smpedler@gmail.com)

### **Constitution & By-Laws Chairperson**

PDG Lion Dave Thomas (Margie)  
(Robe and District)

0407 254 710  
[CBL.C2@lions.org.au](mailto:CBL.C2@lions.org.au)

### **Cabinet Secretary**

Lion Cherylee Pedler (Dr Scott)  
(Berri)

0438 500 316  
[cabsec.C2@lions.org.au](mailto:cabsec.C2@lions.org.au)

### **Assistant Cabinet Secretary**

IPDG Lion David Horne (Melissa)  
(Australian Hearing Dogs)

0429 697 940  
[david@lionshearingdogs.com.au](mailto:david@lionshearingdogs.com.au)

## Global Action Team Contact Details

### Global Membership Team Coordinator

Lion Amber Cauchi (Simon)  
(Hahndorf & Districts)

0421 010 374  
[GMT.C2@lions.org.au](mailto:GMT.C2@lions.org.au)



### Global Leadership Team Coordinator

Lion Melinda Fogden (Michael)  
(Yankalilla & District)

0418 812 646  
[GLT.C2@lions.org.au](mailto:GLT.C2@lions.org.au)

### Global Service Team Coordinator

### Global Membership Approach Coordinator

Lion Beccy Field (Keith)  
(Mount Gambier)

0438 334 630  
[GST.C2@lions.org.au](mailto:GST.C2@lions.org.au)  
[GMA.C2@lions.org.au](mailto:GMA.C2@lions.org.au)

## Multiple District 201 Offices:

Locked Bag 2000 Newcastle NSW 2300  
1-33 Denison Street  
Newcastle West NSW 2302

Phone: 02 4940 8033  
Facsimile: 02 4940 8034  
Email: [admin@lions.org.au](mailto:admin@lions.org.au)  
Web: [www.lionsclubs.org.au](http://www.lionsclubs.org.au)

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## Introducing the District Governor Team 2024-25

### *District Governor Carolyn Kilpatrick*

Being asked to join the Lions Club of Murray Bridge City in 2001 has taken Carolyn on a journey that has introduced her to many new and wonderful friendships, as well as training and leadership opportunities.

Appointed Zone 3 Chairperson in 2011 and being reappointed for another 5 years, enabled Carolyn to witness firsthand the workings of 201C2 Cabinet and Lions members improving the lives of others, through their individual clubs and many Lions Foundations.

Carolyn strongly believes in mentoring and empowering others, ensuring access to information and training, along with the sharing of knowledge and skills, are vital to the development of Lions members and future leaders. Professionally, she worked in the field of aural rehabilitation and teaching lipreading to adults, as a senior hearing rehabilitation coordinator for 25 years, working in metropolitan and country SA. During this time, Carolyn gained skills in networking with allied health, sensory, funding and community organisations and agencies.

Carolyn and Lion Roger have been married for 53 years with two married daughters and five grandchildren. They live in Murray Bridge. Carolyn and Roger retired in 2013 and have enjoyed many caravanning adventures.



### *Vice District Governor Simon Westwood*



Simon was born and schooled in Melbourne prior to living in rural Queensland and working on a cattle property. He returned to Melbourne in 1985, and in 1987 he joined Victoria Police, serving in metro Melbourne, as well as country Victoria.

After 12 years' service, he left the police, bought a small business, and joined the Country Fire Authority as a volunteer firefighter.

On moving to SA and Mount Barker around 2000, he continued his voluntary firefighting, joining Hahndorf CFS Brigade. He became one of the Brigade Lieutenants and Brigade

President, and was introduced to the local Lions Club, all while working in Adelaide.

In 2013, Simon joined the Hahndorf and Districts Lions Club and has since served as Club Safety Officer, Club Vice President, and Club President. He is supported by his partner, Amber Cauchi, who has also become a Lion and has carved out her own path in Lions, now serving as District Global Membership Team Coordinator.

Simon has served as District 201C2 Global Leadership Coordinator 2022/23, Zone 6 Chair 2022/23, is currently a Trustee of the SA Lions Medical Research Foundation, and Unit Manager and C2 committee member of the Skin Cancer Screening Committee. Outside of Lions, Simon was elected as a Councillor to the Mount Barker District Council from 2010-14, and 2018 to present, including during the current term as Deputy Mayor.

Both Simon and Amber are committed to rejuvenating and increasing the membership of our District, and encouraging innovation and new ideas in service, membership, and leadership.



## **Vice District Governor Margie Thomas**

My name is Margie Thomas and I've been married to PDG Dave Thomas OAM for 46 years. Together we have 4 children, 9 grandchildren, and 5 great-grandchildren.

I started my working career in my family's battery factory making batteries of all descriptions, and in security businesses which involved alarm installation, debt collection, and security guard work, store detective, and investigator.

As David's career in SA Police developed, we moved across SA to Coonalpyn, Port Augusta, Mt Gambier, and Naracoorte, before retiring to Robe. Along the way, I became employed as a childcare worker and studying for a Diploma in Early Childcare and Education.

I have been a member of Lions International since 2012 and immediately took on the position of secretary despite not knowing much about Lions then. A valuable lesson was learned. Being a member of the Lions family has allowed me to travel and make new friends and I continue to be proud to be involved with such a great organisation knowing that my effort is helping others throughout Australia and the world. It gives me that tingling feeling, when I know of the projects that Lions has to offer, and the way Lions change people's lives.

One of my passions for Lions is the Australian Lions Hearing Dogs program. It was a great honour for me to accept the position of ALHD's C District Board Member in 2015, a position I continue to hold. I have also been C2 Cabinet representative for 10 years.

Being the Zone 10 Chairperson has allowed me to travel and spread the word about both the hearing and diabetes dogs, and Lions in general. I am looking forward to a new challenge as part of the C2 District Governor Team this year.

I believe that being kind to one another and working together as a team will achieve more goals and I look forward to the years ahead working with you all.

## **A note from your Cabinet Secretary, Cherylee Pedler**



I congratulate you on your election as Secretary of your Club. This is an exciting time to be a Lion, and a Lions leader, as we seek to build new relationships in service and to build our membership.

As club secretary, you keep the club running efficiently. You provide important support of all business operations for the club and board of director meetings, maintain the club roster and member contact information as well as support the club service and social activities.

Please ensure you keep your club fully informed of all communications, and regularly discuss the contents of correspondence with your President, so that they are aware

of items that need attention and can plan the agenda with you accordingly. Please be enthusiastic about your approach to the year ahead, making it one of achievement of our Lions objectives, undertaking service in fellowship in our united endeavour to consider those less fortunate than ourselves.

I believe strongly in the value of collaboration and cooperation in the world of Lions to achieve our goals. I look forward to working with you during the ensuing year – your effort is appreciated. If I can be of assistance in any way, please do not hesitate to contact me.

I wish you a successful and fulfilling year.



## 201C2 Zone Chairpersons

### Zone 1 Chairperson

Lion Delma Swan (Russ)  
0417 841 514  
[delma\\_swan@ymail.com](mailto:delma_swan@ymail.com)

### Zone 3 Chairperson

Lion Johanna Siecker Pfeiffer  
(John)  
0408 661 854  
[jsiecker@bigpond.com](mailto:jsiecker@bigpond.com)

### Zone 4 Chairperson

Lion Cherie Van Gastel (Ed)  
0419 840 087  
[cherievangastel01@gmail.com](mailto:cherievangastel01@gmail.com)

### Zone 5 Chairperson

Lion Thomas Shillabeer  
0400 010 789  
[trs124@hotmail.com](mailto:trs124@hotmail.com)

### Zone 6 Chairperson

Lion Simon Westwood  
(Amber)  
0438 631 789  
[1VDG.C2@lions.org.au](mailto:1VDG.C2@lions.org.au)

### Zone 7 Chairperson

Lion Lorraine Rosenberg  
0458 141 091  
[rosenberglorraine@gmail.com](mailto:rosenberglorraine@gmail.com)

### Zone 8 Chairperson

Lion Tony Snelson (Deb)  
0452 201 156  
[tonyksnelson@gmail.com](mailto:tonyksnelson@gmail.com)

### Zone 10 Chairperson

Lion Keith Field (Beccy)  
0419 757 533  
[becfield@bigpond.net.au](mailto:becfield@bigpond.net.au)

### Zone 11 Chairperson

Lion Beryl Mahoney  
0407 553 196  
[berylivan@bigpond.com](mailto:berylivan@bigpond.com)

### Zone 13 Chairperson

Lion Theresa Andrew (Dave)  
0417 454 963  
[taandrew@bigpond.com](mailto:taandrew@bigpond.com)

### Zone 14 Chairperson

Lion Cheryl Pedler (Dr Scott)  
0438 500 316  
[cabsec.c2@lions.org.au](mailto:cabsec.c2@lions.org.au)

## Club Secretary's Diary 2024-25

### A guide and check list of some of the duties for the Club Secretary, month by month

#### Please Note:

Whenever a form/return is required, you will notice that it is designated in the table applicable to the month with the **due date**. Copies of the District forms/returns are appended in the back of this manual.

## July

1. In cooperation with the President and Board, set goals for Club membership, leadership development, plan projects, fund raising, social events and public relations for the year ahead.
2. Set and collect Club dues as your Club will already have received invoices from District and International. Please ensure that the invoices are paid immediately and ratify at the first possible opportunity.
3. Ensure that arrangements are in place regarding the DG Team member visit to your Club. Your Club would have received an email regarding the proposed visit date in mid-May 2023.
4. Plan for the Club's attendance at the 2023 C2 District Convention – hosted by the Lions Club of Zone 5, to be held from October 18-20.
5. Is your Club considering submitting a Notice of Motion for the 2024 District Convention? Does a member of your Club wish to nominate as a future District Governor? Or does a member of your Club wish to stand as a Trustee of the Lions Medical Research Foundation? Nominations and proposed Notices of Motion are due by **Monday 19 August**.
6. Friday 26 July is National Schools Tree Day, and Sunday 28 July is National Tree Day. For our Top End Clubs, Sunday 1 December is Tropical Tree Day. Encourage your Club to plant trees! Could your local school join in? This is a great way to promote the LCI global service cause – Environment!
7. Is anyone from your Club attending the Lions ANZI Pacific Forum in Bali, Indonesia? It is not too late to register! Registration is available at <https://www.lionsanzipacificforum.com/>.
8. At the first meeting of the Club for the new year, undertake the following:
  - Appoint Club bankers
  - Appoint Club Auditor
  - Appoint signatories for the Club's accounts
  - Appoint the Public Officer. **Remember that if you change your Public Officer, you must**

**notify the relevant Government Department in your State or Territory.**

- Appoint a safety officer
- Set the club membership fees for the year if not already done so

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 July
Forward Club Bulletin / Newsletter		<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## August

1. President, Secretary and Membership Chairperson to attend the first Zone Meeting
2. If your Club produces a Bulletin, please forward a copy to [PR.C2@lions.org.au](mailto:PR.C2@lions.org.au)
3. Ensure that the International and District dues have been paid. **This is important or delegates will not be accredited at the District Convention.**
4. Order Lions Christmas cakes. The earlier the order, the greater the discount!
5. Encourage your Club members to attend the District Convention
6. Is your Club participating in the Lions Peace Poster or Peace Essay contest? Order your kits from the National office NOW.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	30 August
Convention Registrations	Convention Registration Form	Available on line	
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	
Nominations for District Governor, First and Second Vice District Governor LMRF Trustee	To be considered at the 201C2 District Convention	Cabinet Secretary Further information CBL Chairperson Dave Thomas	19 August
General Notices of Motion	To be considered at the 201C2 District Convention	Cabinet Secretary Further information CBL Chairperson Dave Thomas	19 August
Project Notices of Motion	To be considered at the 201C2 District Convention	Cabinet Secretary Further information CBL Chairperson Dave Thomas	19 August



## September

1. Ensure club members have registered for the District Convention, 18-20 October.
2. Promote Lion Mints sales.
3. Is your Club participating in Youth of the Year? Consider holding your Club Final before Christmas. Registration forms and registration fee to be forwarded to Cabinet Treasurer.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	30 September
Submit names of Club Delegates and Alternates, District Convention	Complete form attached to Secretarial Administration email	Cabinet Secretary	30 September
Advise names of deceased Members and Partners, to be remembered at the District Convention	Complete form attached to Secretarial Administration email	Cabinet Secretary	30 September
Convention Registrations	Convention Registration Form	Available online	
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## October

1. Ensure mint sales are being managed
2. Make sure Christmas Cakes are ordered.
3. Suggest to your President that your Club investigates and plans a new project.
4. Attend our District Convention, 18-20 October

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 October
Convention Registrations	Convention Registration Form	Available on line <b>CHECK WITH REGISTRAR FOR LATE REGISTRATIONS</b>	
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## November

1. President, Secretary and Membership Chair to attend second Zone Meeting
2. Diabetes is a principal focus of Lions. Please consider conducting a diabetes screening or hosting a diabetes educator at your Club meeting.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	30 November
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## December

1. If your Club goes into recess over Christmas, or if you intend being on leave, please ensure you have delegated your duties to another Lion, as the January membership and activities reporting is still required by 31 January.
2. Foodbank is a District project – consider supporting them by making a monetary donation, holding a food drive or purchasing hampers for those in need.
3. Remind the President to appoint a Nominations Committee.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 December
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## January

1. When dues invoices are received from District and International pay immediately and ratify at the next meeting.
2. Christmas Cakes should be finalised and account paid. If your Club does not pay the outstanding invoice, that amount will be deducted from the Governor's rebate.
3. Remind the President and Board to appoint a Nominations Committee.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 January
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## February

1. Register for the Multiple District Convention, to be held in Traralgon.
2. Club Finals of the Lions Youth of the Year competition must be completed. Do not forget to forward the Club Registration Form and cheque to the Cabinet Treasurer.
3. Send notice of the date of the nomination meeting at least 14 days prior to the meeting.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	28 February
Register for Multiple District Convention, Traralgon	Complete registration form on website	Convention registrar	
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## March

1. Ensure the nomination meeting is held. After the nomination meeting, advise members in writing 14 days in advance of the election night of the names of the nominees for Club positions.
2. Region and District Youth of the Year Finals
3. Start planning for your Club Handover.
4. Ensure club elections are held before 31 March (**note this is at variance to the LCI requirements**).
5. Place order for Multiple District Directory, DIRECTLY WITH THE NATIONAL OFFICE via the Lions Shop. You should have received an email from the National Office in January or February.
6. Register for Multiple District Convention – Traralgon.
7. Ensure club dues have been paid or delegates will not be accredited at MD Convention.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 March
Submit names of Club Delegates and Alternates, Multiple District Convention	Complete form attached to Secretarial Administration email	Cabinet Secretary. Please submit a Nil return if appropriate	15 March
Advise names of deceased Members and Partners, to be remembered at the Multiple District Convention	Complete form attached to Secretarial Administration email	Cabinet Secretary. Please submit a Nil return if appropriate	15 March
Club Officer reporting		<b>NB: Complete Club Officer detail return and forward with hard copy Club details form to the Cabinet Secretary</b>	31 March Date is a critical priority
Multiple District Directory			DIRECT WITH NATIONAL OFFICE
Forward Club Bulletin	Email	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## April

1. President to consider awards for Handover– place order early with Club Supplies.
2. Youth of the Year State / C Districts Finals.
3. Support our Top End Clubs – hosts of the Multiple District Convention in Darwin. Register now!

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	30 April
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## May

1. Confirm plans/agenda for the Club Handover / Changeover.
2. Encourage incoming officers to under study the current office holder, as a form of induction for the new Lions year. Ask incoming officers to attend the Club Officers Development Seminars.
3. Make sure all your records are up-to-date, and in good condition to handover to the incoming Secretary.
4. Ask the club to appoint an auditor for the Clubs books.
5. Have you sent off recycled glasses this year?  
Collect used spectacles from your outlets and forward to  
Reply Paid 3021,  
Lions Recycle for Sight Australia  
PO Box 3021 CLONTARF MDC 4019.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	31 May
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## June

1. Ensure the Treasurer has arranged for the books to be audited.
2. Finalise agenda for Handover.
3. Prepare your report for the Club Handover / Changeover Dinner
4. Arrange for Club representatives to attend the District Governor's Handover / Changeover Dinner in July.

Form	Detail/Action	Addressee	Due Date
Membership and Activities reporting	Via the Lion Portal	<a href="https://lionsinternational.my.site.com/s/login/?language=en_US">https://lionsinternational.my.site.com/s/login/?language=en_US</a>	30 June
Club Excellence Program Award Application	Subject to criteria	Cabinet Secretary	TBA
100% Club Secretary Award	Subject to criteria	Cabinet Secretary	15 June
Forward Club Bulletin / Newsletter	Email or post hard copy.	<a href="mailto:PR.C2@lions.org.au">PR.C2@lions.org.au</a>	

## ***Club Supplies***

### ***Lions Australia – Shop on line***

<http://www.lionsclubsshop.com.au/>

For MD201, the Newcastle Office maintains Australian stocks of the more popular and appropriate items. Items supplied from this stock can be invoiced to the Club from the Newcastle Office. Credit card facilities are also available for orders, or you may pay by Club cheque.

Please note: You are required to provide the names of people who will be inducted when requesting a New Member Kit.

**If you wish to find information for the recruitment of members, please contact District Global Membership Team Co-ordinator, Amber Cauchi. Her contact details are at the front of this manual.**

### ***Lions Clubs International – Shop online at the Lions Store***

[https://lionsclubsinternational.myshopify.com/?\\_ga=2.103114432.1580400196.1718689891-37671249.1704684033](https://lionsclubsinternational.myshopify.com/?_ga=2.103114432.1580400196.1718689891-37671249.1704684033)

Please note that if you order from the International Shop, there will be large freight charges, and you will pay in US Dollars.



## **Club meetings – sample agendas**

### **Example Agenda for a business or board meeting with no meal.**

*This meeting is planned for a 7.00pm start. There may be visiting Lions or guests present. Use this agenda as a starting point to work up your own agenda. Purposes, Ethics and an Invocation may be used, but none are obligatory. Why not discuss the meaning of one Purpose instead of reading them all? Timings are not given because the amount of business under each topic will vary widely. For this type of meeting, the opening and closing times are important but there is little value in trying to put times on the rest.*



## Lions Club of Black Stump

### Agenda for the Work /Dinner /Business Meeting, to be held Wednesday xxxxxxxxxxxxx at the Black Stump Hotel, at 7.00pm.

1. Welcome: (President Aussie West)  
Welcome to members  
Welcome to guests and visitors
2. Present:
3. Apologies:
4. Invocation:  
Read by:
5. Lions Clubs International Purposes  
Read by:
6. Lions Clubs International Ethics  
Read by:
7. Recognitions  
Any awards/membership chevrons to be presented
8. Notification of items of New Business:
9. Minutes of the previous meeting  
**MOTION:**  
*That the Minutes of meeting held on / / be accepted as a true and accurate record.*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**
10. Business arising from the previous meeting
11. Guest Speaker or presentations  
  
***Break into Club committees***
12. President's Report
13. First Vice President's Report / Leadership
14. Second Vice President's Report – Activities / Service
15. Third Vice President's President's Report / Fundraising
16. Membership Chairperson's Report
17. Secretary's Report and Correspondence (incoming and outgoing)  
**MOTION:**  
*That the correspondence be accepted.*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**

18. Treasurer's Report  
**MOTION:**  
*That the Treasurer's Report be accepted.*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**
19. Business per the agenda  
Item 1  
**MOTION:**  
*That .....*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**  
Item 2  
**MOTION:**  
*That .....*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**
20. New business per agenda item 8  
Item 1  
**MOTION:**  
*That .....*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**  
Item 2  
**MOTION:**  
*That .....*  
**Moved:**                      **Seconded:**                      **CARRIED YES/NO**
21. Coming Events  
Next meeting  
Next BBQ  
Next diabetes screening  
Next tree planting day
22. Tail twisting and raffles
23. Close and fellowship

## **Example Agenda for a dinner meeting with Partners**

*This meeting is planned for a 6.30pm start. There is a guest speaker present. Where there is no speaker, some other form of after dinner entertainment is needed – an in-house skit, some sort of games, a quiz or trivia session, a talk by one of the members (who then becomes the guest speaker) or some other form of entertainment. Without it the meeting will lack focus and be in danger of becoming boring.*



## Lions Club of Black Stump

### **Agenda for the Dinner Meeting, to be held Wednesday xxxxxxxxxxxxxx at the Black Stump Hotel, at 6.30pm for 7.00pm. This is a Lions and Partners night.**

1. Welcome: (President Aussie West)
2. Present:
3. Apologies:
4. Invocation and Loyal Toast
5. Lions Clubs International Ethics:
6. Guest Speaker: Pilot Red from the RFDS  
President Aussie to offer a vote of thanks
7. Urgent General Business
8. Coming Events:  
Next meeting  
Next BBQ  
Next diabetes screening  
Next tree planting day
9. Tail twisting
10. Close

Note that it is always good to keep social meetings short and precise, to allow members and partners to share in fellowship.



## ***Lions Clubs Purposes and Ethics***

Some Clubs have opted to use a shortened version of the Lions Clubs Purposes and Ethics at their meetings. These are provided for the interest of Club members, below:

### ***Purposes***

- To promote world understanding among all people.
- To uphold good government and good citizenship.
- To help those less fortunate.
- To join together in good fellowship and friendship.
- To encourage open debate.
- To encourage others to serve and promote high ethical standards.

### ***Ethics***

- Have faith in your vocation and look for a quality of service.
- Seek success, but in an ethical way.
- Remember that in building up your business, it is not necessary to tear someone else's down.
- If a doubt arises, resolve that doubt against yourself.
- Hold that friendship is an end and not a means.
- Aid others.
- Be careful of criticism and liberal with praise.

## ***Working With Children Checks/DCSI Screenings***

Some confusion still exists concerning what Lions Members and non-Lion volunteers need to do when working/volunteering with Vulnerable Persons.

The District has adopted a Policy Minute, which should be read in conjunction with the Multiple District Child Safe Policy.

## ***Multiple District Child Safe Policy***

The Multiple District Child Safe Policy is available from this link:

<https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>

## ***Lions Insurance***

Lions Australia has established an Insurance, Risk Management and Child Safe Committee, which assists with the management of a suitable insurance and risk management program for the Lions Clubs in Australia, Papua New Guinea and Norfolk Island. The committee is assisted by the appointed insurance brokers, JUA Underwriting Agency Pty Limited.

Lions Clubs International also provides a Global Public Liability Policy for our Clubs and members. Certificates of Currency for public liability, which may be required by various entities we work with, as proof of our insurance coverage, are available. These can be downloaded from the Lions Website or in the MD Directory.

Lions Australia has also established and adopted a Risk Management Manual, a copy of which all Clubs should have, and implemented in their Club processes.

Full details of the various insurances, certificates of currency and the Risk Management Manual with various attachments are available from the Lions Australia website:

[https://lionsclubs.org.au/members/resources/insurance\\_centre/](https://lionsclubs.org.au/members/resources/insurance_centre/)

or, scan the QR code



## ***Correspondence Register***

It is important that a register is kept of all incoming and outgoing correspondence. An example of a simple register follows, which may provide some assistance.

You may, of course, develop your own format, but it is important that a register is kept.

Microsoft Excel is an excellent program for tracking of correspondence, and it can form a permanent record, if maintained and passed between Secretaries on handover of the role.







## Activities and Membership Reports

### Why do we have membership and activities reporting?

1. Advise membership changes.
2. District Governor can evaluate the 'health' of the clubs in the District.
3. Basis of Club billing.
4. Membership statistics [change of address/member category amendments]
5. So that the District Governor and Lions Clubs International know what our Clubs are contributing to our communities.

All activities and membership reporting occurs via the online Lion Portal.

### Transferring a Member

From time to time a member may leave your area and request a transfer to another Club. Please remember to send all the relevant information regarding that Member to their new Club.

The actual transfer out will occur via the Lion Portal, by dropping the member "Transferred out in good standing".

### Member history

From time to time, a member's membership tenure is incorrect on the Lion Portal. The member may have transferred, or records may have been lost.

The mh-101 member history form can be provided to LCI, who will confirm the records held in Oakbrook with those provided by the member.

The document can be accessed with a simple search for 'mh101 Lions Club' in your preferred search engine, or by contacting the Cabinet Secretary.

### Club Returns

The following returns require your attention during this Lions year. **Each return will be forwarded to you in time for your completion and return, in the monthly Secretarial mail out.**

- District Convention Delegates Return
- District Memorial Service Return
- MD Convention Delegates Return
- MD Memorial Service Return
- Club Officers Returns - via the Lion Portal
- Application for 100% Club Secretary Award
- Application for Club Excellence Program 2024-25

Please complete and return to the Cabinet Secretary by the due date to allow for the efficient administration of the District.

### Lions International Secretary Manual

Lions International offer an excellent online course for Club Secretaries. More information is available here:

<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-officers-training>

There is also a dedicated page providing information for Club Secretaries, available here:

<https://www.lionsclubs.org/en/resources-for-members/resource-center/club-secretary>

Please remember that where there is a discrepancy between Lions International documentation and the District's, **the District documentation prevails.**

## Policy Statement

Under the Constitution of Multiple District 201 of Lions Clubs Inc.

“Membership of the Multiple District shall be deemed to constitute an acknowledgement that each Lions Club and its members accept and shall observe the Code of Conduct from time to time in force as adopted by the Council.”

Members should be advised of the Code of conduct and acceptance of its terms should feature as part of the new Lions induction to the club.

### 1. Introduction

Our Code of Conduct represents the culture we strive to have, and it provides a shared understanding and expectation of the way we behave as individuals, towards each other, our members, clients, donors, partners, and other supporters.

### 2. Purpose and Scope

The Code supplements our legal obligations in areas such as Occupational Health and Safety, Equal Opportunity, and Privacy. It applies to all Lions members’ staff and associate volunteers – we help our communities through service.

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

This code outlines the "Standards of Conduct" that apply to all members of Lions Clubs International. This code of conduct is to be read in conjunction with the Lions International Ethics and Purposes.

All members of Lions Clubs are "Volunteers" and are involved with Volunteer work for the benefit of the community. In the provision of these services, the public are entitled to expect that all members of Lions Clubs will:

- conduct themselves and discharge their responsibilities with professionalism and integrity;
- observe fairness and equity in their dealings with the public and other members;
- comply with, and be seen to act within the spirit and letter of the law; and
- act in the public interest and give priority to duties and obligations.

It is essential that members of Lions Clubs have a clear understanding of their role as "Volunteers" and of the standards expected of them whilst dealing with members of the community.

This code seeks to:

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# Code of Conduct



- inform all members of Lions Clubs of the standards of conduct expected of them,
- ensure that embarrassment is not brought upon Lions Clubs or its membership because of a lack of understanding of Lions Clubs standards of conduct; and
- promote a positive image of Lions Clubs and members.
- At all times under the provisions of this code members are expected to conduct themselves in a manner that does not discredit:
  - the individual member, having regard to their official position held within the Lions Clubs; or
  - the reputation of Lions Clubs.

## 3. An Explanation of Lions Purposes and Ethics

Lions Club members in Australia and their volunteers are united by our Purposes and Ethics

Our Purposes and Ethic are the principle elements that bring us together. Underpinning this is an expected Code of Conduct that states who we are and how we conduct ourselves in our work on behalf of Lions International and in situations where we are recognised as a spokesperson or representative of our Lions Clubs.

Our Purposes and Ethics are the rules, or standards of conduct, that Lions Clubs International imposes in respect of the rights and interests of its members; so that they recognise the fundamental moral principles that underpin every decision and action that a Lions member may make.

Lions Purposes and Ethics seek to impose a culture of:

- Humanity
- Non-Political Behaviour
- Neutrality
- Independence
- Voluntary Service
- Unity and,
- Universality.

## 4. Code of Conduct – An Explanation

### 4.1 The Lions Purposes and Ethics

Lions are bound by their Lions Purposes and Ethics that under-pin this code. The Purposes and Ethics distinguish us from other organisations and hence distinguish our Code from other codes. Specifically, the principles of Humanity, Non Politics and Independence characterise the way we work to serve through our programs and promote our values. These Purposes and Ethics apply to our behaviour and interaction with each other.

Each Lion Can Demonstrate this by:

- upholding the human dignity of every person at all times through protecting the life and health of others and by promoting mutual understanding, friendship and cooperation



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- ensuring their actions are guided by the needs of vulnerable people and by not discriminating on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social background, disability, family status, marital status, age or political opinions
- not taking sides in hostilities or engaging publicly in controversies of a political, racial, religious, or ideological nature
- acting at all times in accordance with the principles of Lions and the laws of the country in which they work.

## 4.2 Respect

Lions should genuinely acknowledge and respect each other's individual values, beliefs, efforts, and ideas

Each Lion Can Demonstrate this by:

- valuing and acknowledging the opinions and contributions of everyone
- treating everyone fairly, courteously and with respect
- contributing to dialogue and discussion in a constructive manner
- ensuring the way, they work promotes trust among others
- using language which is respectful to clients, the community and others
- abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.

## 4.3 Integrity

Lions should maintain high standards of integrity and be conscientious in their approach to work.

Each Lion Can Demonstrate this by:

- conducting themselves honestly, reliably and without favouritism
- not engaging in fraudulent or criminal behaviour, bribery, or other unlawful conduct
- being transparent in their decision making
- providing constructive feedback to others in an honest and respectful way
- appropriately disclosing or mitigating a real or potential conflict of interest
- ensuring my actions and decisions are in the best interests of Lions.
- refraining from financially or sexually exploiting Lions clients including children and other vulnerable people and promptly acting on any reasonable suspicion that exploitation is occurring
- accurately recording and reporting Lions information

## 4.4 Empowerment

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Lions should collaborate with the aim of empowering each other to be the best that we can be.

Each Lion Can Demonstrate this by:

- working collaboratively with others and to the best of their ability
- sharing information and acting in good faith
- developing, maintaining, and using their skills and capabilities and those of others
- providing support to their team members to help achieve common goals
- generating and supporting innovative ideas to improve their work
- recognising the importance of fun and enjoyment in the workplace

## 4.5 Accountability

Each Lion should acknowledge and assume responsibility for their own actions and personal behaviour and know that they are entitled to expect the same from others.

Each Lion Can Demonstrate this by:

- acknowledging that they are responsible for behaving in accordance with the Lions Purposes and Ethics, relevant laws, Lions International policies and this Code
- only making commitments they know they can fulfil, and following through on them
- taking responsibility for their work and performance
- raising a perceived breach of the Code in good faith
- not victimising anyone for raising a breach in good faith
- ensuring their expectations of others are reasonable, clear, and understood
- recognising good performance and addressing performance shortfalls quickly, directly, fairly, and openly
- respecting and protecting the physical and intellectual property of Lions.
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

## 4.6 Representation

Each member or volunteer should represent Lions in a way that respects the Lions Purposes and Ethics and promotes confidence in the organisation. This includes representing Lions while at work, when publicly displaying a connection to Lions (for example wearing t-shirts, pins or writing on letterhead) and in situations where they are recognised as a spokesperson or representative of Lions.

Each Lion Can Demonstrate this by:



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- being mindful at all times (including outside work activity) that their actions can impact the reputation of Lions and the people they assist
- refraining from party political actions while publicly representing Lions
- acting in a way that does not harm the reputation of Lions
- ensuring the correct use of the Lions emblem
- only making comments in the media on behalf of Lions when authorised
- accepting gifts only when they are confident they are of token value, are genuinely offered in the spirit of goodwill, and where the giver is not seeking favoured treatment
- dressing in an appropriate manner when conducting Lions business.

## 4.7 Champion

Each Lion should champion and stand up for Lions policies and procedures and comply with the laws of the country in which they work.

Each Lion Can Demonstrate this by:

- Actively supporting the safety, health and wellbeing of all Lions members and others they interact with.
- Protecting the privacy and confidentiality of Lions as an organisation, its members, staff, clients, partners and other supporters.
- Actively supporting, encouraging, and promoting diversity in the workplace.
- Understanding that many of our policies provide guidance on the way we treat each other, including the Equal Opportunity, Complaints and Grievance, Disciplinary Action, Occupational Health and Safety, Privacy, Protecting Children and Young People, Drugs and Alcohol, Diversity and Whistle-blower Policies, or Acts in each State or Territory.

## 5. Breaches of Standards of Conduct

All members are to familiarise themselves with this code and ensure that its provisions are observed. Members should be aware that failure to comply with standards of conduct outlined in the code, without valid reason, will be addressed by the Executive of their individual club or if a satisfactory resolution is not achieved by the District Governor, Constitutional By-Laws Chairperson of their District or an appointed committee.

## 6. Determination of Conduct

Determining whether a member's conduct, is right and proper in terms of this code requires examination of:

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- the nature of the conduct exhibited; and
- the context in which the conduct takes place.

## 7. Responsibility to Community, Government and Law

Members are to act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community.

All members of Lions Clubs have responsibilities towards the government of the day and are to ensure political neutrality in all decisions regardless of which political party or parties are in office.

### 7.1 Public Comment

Lions Clubs acknowledge that members have a right to make public comment and enter into public debate on political, community and social issues in a private capacity.

There are circumstances where public comment or debate by members is not acceptable. These include circumstances where:

- a public comment made in a private capacity may give rise to a public perception that it is in some way an official comment of Lions Clubs,
- a member is directly involved in advising on or directing the implementation or administration of government policy, and the public comment would compromise the member's ability to do so;
- a public comment amounts to improper criticism of the Government
- a public comment amounts to an unwarranted personal attack on the character or integrity of another member or person.

### 7.2 Political Activity

Members have the same right as any other citizen to freedom of political views and association. However, any political activity by members is to be conducted in a private capacity.

### 7.3 Lawful Directions

Members are to obey any lawful direction, instruction or order given by any member or person authorised by law to do so.

### 7.4 Conflict of Interests

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Members of Lions Clubs are expected to perform their duties in such a manner that public confidence and trust in the integrity, objectivity and impartiality of Lions Clubs is paramount.

## 7.5 Personal Conduct

At all times, members are to act and be seen to act properly and in accordance with both the spirit and the letter of the law and the terms of this code of conduct.

## 7.6 Use of Alcohol and Other Drugs

Members are to ensure that the consumption of alcohol or other drugs does not adversely affect the performance of their volunteer duties.

## 7.7 Influence to Secure Advantage

Members shall not use the influence of their powers or position, or the influence of any other person to obtain improperly, any appointment, advancement, decision or other advantage, either personally or on behalf of another.

## 7.8 Conduct Towards Members and Other Persons

In the course of their functions, and in particular when exercising discretionary powers, members are to:

- I. treat all persons with respect and dignity and in a reasonable, equitable and fair manner;
- II. not intimidate, engage in sexual or other forms of harassment, unlawfully discriminate or otherwise abuse any person;
- III. observe merit in selection processes;
- IV. safeguard privacy and confidentiality of matters of a personal nature relating to other members of Lions Clubs;
- V. adhere to the principles of natural justice;
- VI. adhere to management principles and practices which foster the rights, and wellbeing of members and encourage access to volunteer assistance and development schemes;
- VII. ensure subordinates are set equitable and fair workloads;
- VIII. not inappropriately distract other members of Lions Clubs from carrying out their duties;
- IX. not allow personal relationships to adversely affect their volunteer performance or that of other members; and
- X. not induce other members to breach this code.
- XI. Demonstrate a high degree of individual responsibility.

## 7.9 Lions Conduct When Working With Children



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Lions Australia is a highly respected organisation through its excellent work in the community and overseas projects. Its logo is highly recognisable and our members are often seen in the wider community performing much needed beneficial tasks and as members we are proud of our achievements. Given this, it is important for both our members and the community to maintain confidence in our activities. A significant part of maintaining this confidence is for all members to adhere to a Code of Conduct. Therefore the following are reasonable expectations we put on ourselves when working with children.

Lion members and volunteers shall:-

- I. At all times whilst at a youth camp or other Lions organised youth events wear a Lions Identification Badge or Passes or lanyards.
- II. At all times we will take all reasonable steps to protect children and young people in our care.
- III. Not develop a relationship with child or young person that could be misconstrued as grooming behaviour by others.
- IV. Not develop a relationship with a child or young person that could threaten the child or young person's safety or wellbeing.
- V. Will not disclose children or persons private information other than within the obligations of the Child Safe Policy.
- VI. Be accepting of all children and young people in our care regardless of their ethnicity, religious beliefs, or gender identification.
- VII. Always treat children and young people in our care with respect.
- VIII. Always act in accordance with Lions Australia child Safe policy.
- IX. Never offer alcohol or illicit drugs of any kind to a child or young person.
- X. Never be under the influence of alcohol or illicit drugs whilst in the position of care or responsibility of a child or young person. (continued overleaf)
- XI. Never expose children or young people to pornographic material from any medium.
- XII. Always know where the child or young person is when in your charge.
- XIII. Never intimidate a child or young person through tone of voice or verbally abusive language.
- XIV. Report any breach of the code of conduct through the Lions Feedback and Enquiries form located on the website here. Keep in touch/feedback.
- XV. Uphold, respect, and protect those members and volunteers who in good faith report a breach of this code.
- XVI. Any breach of the Child Safe Policy may result in action by the Lions club to restrict the member's activities, suspend or cancel their membership.

## 8. Conclusion

This code of conduct has been developed to outline the ethics, principles, associated obligations and standards of conduct that apply to all members of Lions Clubs. For the code to be ultimately viewed



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by Lions Clubs and the community as an effective document, members need to view and utilise it in line with the following statement:

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

Lions Australia will make the Code of Conduct available to clubs on the Lions Australia website.

## Table of Revisions

REV #	Date	Description of Change
No.1	Sept 2018	Council adopted this Code of Conduct for use by the Multiple District, Districts and Clubs
No.2	May 2019	Numbering error corrected
No.3	June 2019	Revision table added
No.4	Sept 2019	Reference to the Lions Australia Child Safe Policy added
No.5	Dec 2019	Updated formatting
No.6	Feb 2022	Amended Code of Conduct with respect to Child Safe policy. Removed reference to summary version.
No.7	Nov 2022	Reformatted for easier printing.



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WE SERVE - WE CARE

CAROLYN KILPATRICK DG 201C2 2024-25